



SELF-SERVICE USER GUIDE for STUDENTS

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Welcome to Self-Service! Self-Service is web-based tool that will allow you to register for classes, view your grades and financial statement, and much more. Not all features of Self-Service are currently available. Additional modules will become available.

SECTION 1. CREATING A SELF-SERVICE PASSWORD

Before accessing Self-Service, you will need to create a Self-Service password. Enter the following URL in the address bar of any web-browser: RESET.MARTINCC.EDU. You will see the Martin Community College Password Portal homepage.

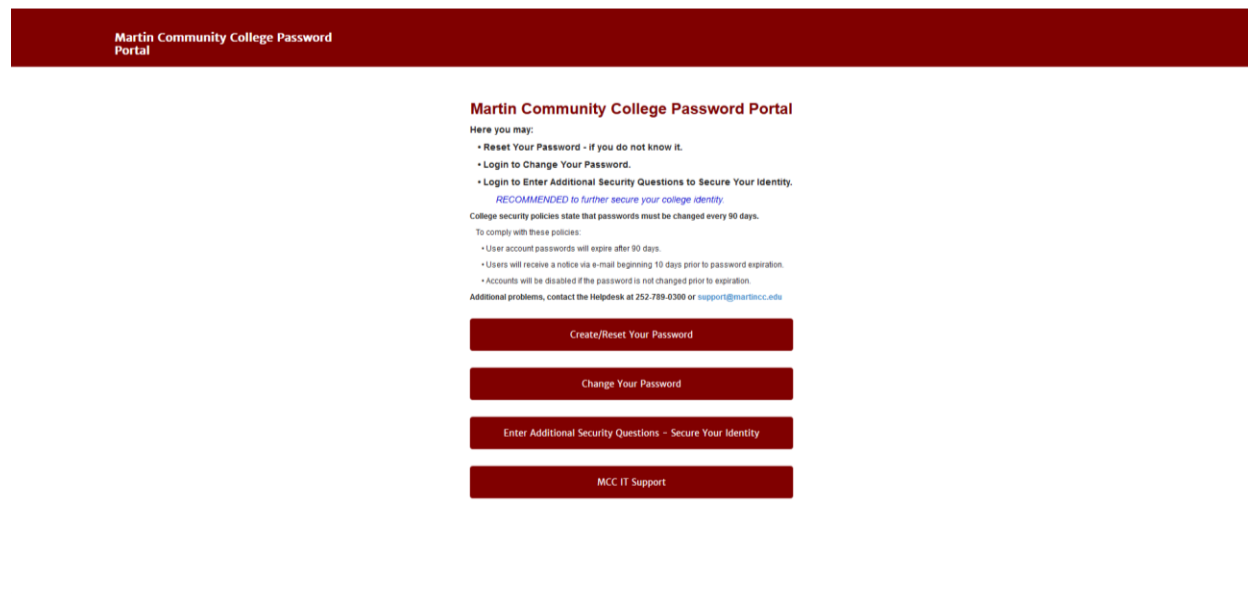


Fig. 1. For first-time users, click CREATE/RESET YOUR PASSWORD. If you know your password but want to reset your password, click CHANGE YOUR PASSWORD. If you have forgotten your Password and need to reset your Password, click RESET YOUR PASSWORD. Once you have created your password, it is recommended that you create new Security Questions to help secure your identity. Click ENTER ADDITIONAL SECURITY QUESTIONS. Remember your questions and answers; you will be asked to answer these questions the next time you reset your password.

Martin Community College Password Portal

Reset Your Password.
 Login using your USERNAME only.
 Example: Martin Student -- mc12345
(Initial of First Name, Initial of Last Name, and last 5 digits of your Student/Colleague Number)
 You will then be asked a series of security questions.

Username:

Fig. 2. To create/reset your password, enter your username. Your username is the initial of your first name, the initial of your last name, and the last five (5) digits of your Student/Colleague ID number. Your Student/Colleague ID number is on most information that you receive from the college. If you cannot locate your Student/Colleague ID number, visit your faculty advisor, counselor, or the Registrar’s Office. Bring your photo ID. Enter your ID and click NEXT. You may cancel this process/request at any time. To do so, click CANCEL.

Example: Martin C. College is a student; his Student/Colleague ID number is 0312345. His username is MC12345.

Martin Community College Password Portal

Please answer the following security questions:

Question: What is your seven-digit student ID or employee ID number (for example, 0098765)?
 Answer:

Question: What is your last name?
 Answer:

Question: What is your six-digit birth date (in the form MMDDYY)?
 Answer:

Fig. 3. To continue creating/resetting your password, answer the questions on the screen. Enter your full seven-digit Student/Colleague ID number. Enter your last name. Enter your six-digit birth date. Example: If your birth date is January 1, 2000, enter 010100. Click NEXT.

Martin Community College Password Portal

Enter your new **STRONG** password and confirm.

STRONG password Example: Green@Tea255

Requirements: Minimum of 8 characters, containing 3 of the following 4 categories:
1-Uppercase Letter: A-Z 2-Lowercase Letter: a-z 3-Number: 0 through 9
4-Nonalphanumeric characters: ~!@#%&* _-+=`|\(){}[]:;'"<>.,?/.

New password:

Show Password

Confirm password:

Next

Cancel

Fig. 4. Enter your new password. The password must be 8 characters and contain three (3) of the following four (4) categories: uppercase letter (A-Z); lowercase letter (a-z); number 0 through 9; nonalphanumeric character ~!@#%&* _-+=`|\(){}[]:;'"<>.,?/. Confirm your new password. Click NEXT.

Martin Community College Password Portal

Your password has been reset successfully.

We recommend entering additional security questions to further secure your identity.

Finish

Fig. 5. Congratulations. Your password has been successfully created/reset. Click FINISH. Upon completion, you will return to the Martin Community College Password Portal homepage. Remember to enter additional security questions to help secure your identity. Do not forget your answers!

SECTION 2. SIGNING IN TO SELF-SERVICE

Now that you have created/reset your password, go to Self-Service. Enter the following URL to any web browser: **ss.martincc.edu**. You will see the Martin Community College Self-Service Sign In page.

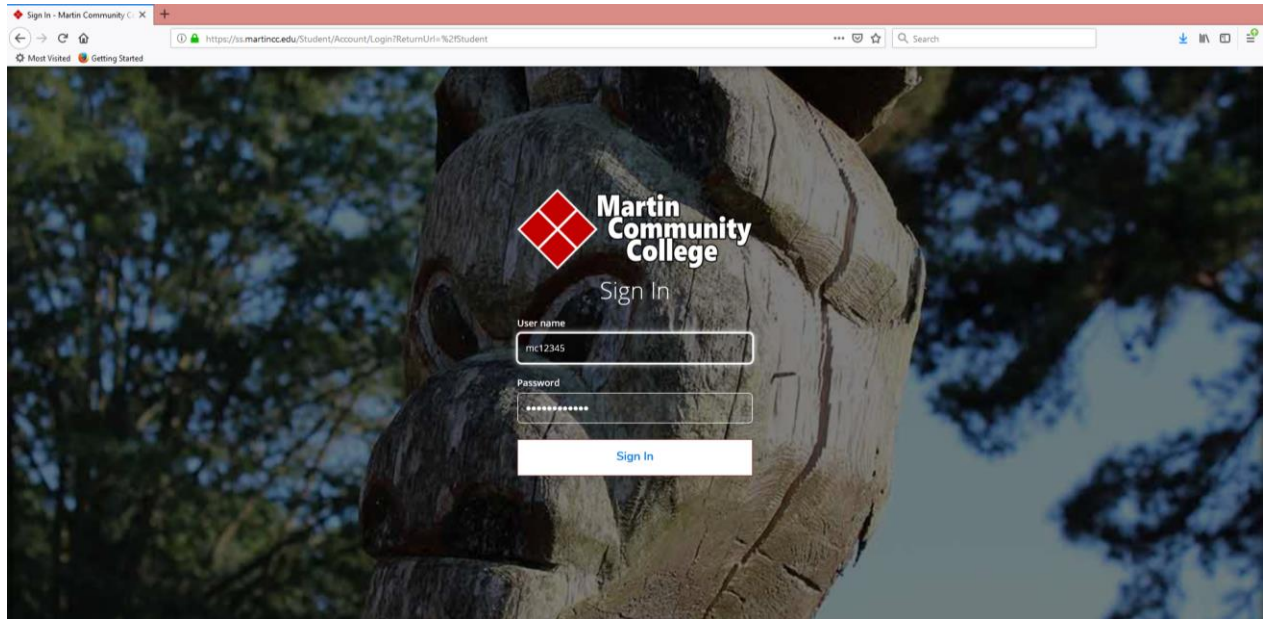


Fig. 6. Enter your user name and password. Click SIGN IN.

SECTION 3. STUDENT PLANNING

From the Self-Service homepage, choose STUDENT PLANNING.

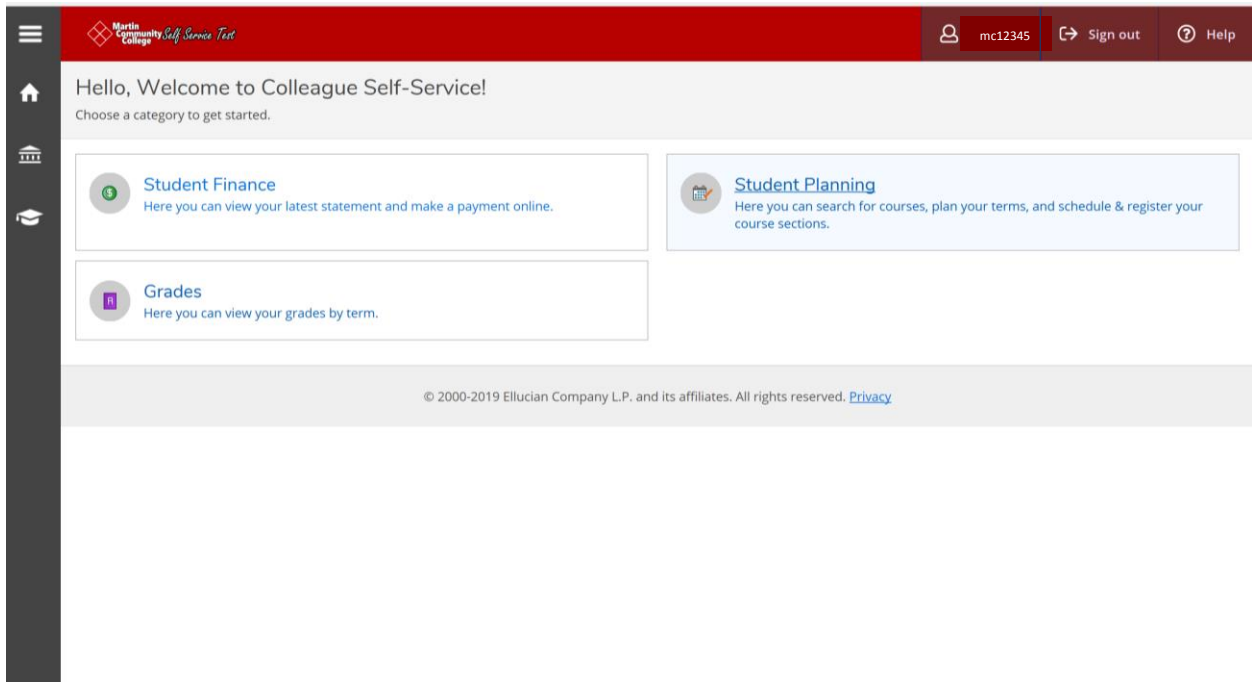


Fig. 7. With the Student Planning module, you can access your program of study (degree plan), plan your schedule, and share notes with your advisor.

SECTION 3.A. PLANNING OVERVIEW

The screenshot shows the 'Planning Overview' page. At the top, there is a navigation bar with the college logo, user ID 'mc12345', and links for 'Sign out' and 'Help'. Below the navigation bar, the page title is 'Steps to Getting Started' with a search bar. The main content area features two numbered steps: 1. 'View Your Progress' with a 'Go to My Progress' link, and 2. 'Plan your Degree & Register for Classes' with a 'Go to Plan & Schedule' link. Below these steps is a progress summary table:

| Programs | Cumulative GPA | Progress |
|-------------------|------------------------|---|
| Associate in Arts | 2.889 (2.000 required) | <div style="width: 100%; height: 10px; background-color: green;"></div> |

Below the table is a '2019SP Schedule' section with a weekly calendar grid. The grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 8am to 11am.

Fig. 8. The opening screen is the Planning Overview; it reflects the current term. The weekly calendar at the bottom of the screen will show you a schedule of your seated classes.

This screenshot shows the bottom portion of the Planning Overview screen. It features a weekly calendar grid with time slots from 10am to 9pm. Below the calendar, there is a section titled 'Sections with no meeting time' containing a list of three online sections:

- ✓ PSY-150 General Psychology Section 54 Faculty: Sykes, K
- ✓ SOC-210 Introduction to Sociology Section 51 Faculty: Breed, R
- ✓ SPA-112 Elementary Spanish II Section 53 Faculty: Moore, A

Fig. 9. By scrolling to the bottom of the Planning Overview screen, you will see online sections for which you are registered. Online sections do not have a meeting time.

The screenshot shows the 'Planning Overview' page for a student. At the top, there is a navigation bar with 'Academics', 'Student Planning', and 'Planning Overview'. A user profile 'mc12345' is visible with 'Sign out' and 'Help' options. A search bar contains the text 'Search for courses...'. Below the navigation, there are two main steps: '1. My Progress' and '2. Plan your Degree & Register for Classes'. A dropdown menu is open over the 'My Progress' step, listing 'Planning Overview', 'My Progress', 'Plan & Schedule', 'Course Catalog', 'Test Summary', and 'Unofficial Transcript'. Below the steps, there is a progress bar for 'Associate in Arts' with a cumulative GPA of 2.889 (2.000 required). At the bottom, there is a '2019SP Schedule' table with columns for days of the week and rows for times from 8am to 12pm.

| Programs | Cumulative GPA | Progress |
|-------------------|------------------------|---|
| Associate in Arts | 2.889 (2.000 required) | <div style="width: 100%; height: 10px; background-color: green;"></div> |

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |

Fig. 10. At the top of the Planning Overview page, click on STUDENT PLANNING navigation tool, and you will see various tools available within the Student Planning module. Click on MY PROGRESS.

Section 3.B. My Progress

The screenshot displays the 'My Progress' page for an Associate in Arts program. The header includes the college logo, navigation links (Academics, Student Planning, My Progress), and user information (mc12345, Sign out, Help). The main content area is titled 'My Progress' and features a search bar and buttons for 'View a New Program' and 'Load Sample Course Plan'. Below this, the program title 'Associate in Arts (1 of 1 programs)' is shown with navigation arrows. The 'At a Glance' section lists key statistics: Cumulative GPA (2.889), Institution GPA (2.889), Degree (Associate in Arts), Majors (Associate in Arts), Departments (Associate in Arts), Catalog (2015), and Anticipated Completion Date (8/17/2017). A description of the degree is provided, along with a link to 'Program Notes'. The 'Requirements' section is divided into 'General Education Requirements' and 'English Composition'. The General Education section shows '0 of 6 Completed' with a 'Hide Details' link. The English Composition section shows '0 of 1 Completed' with a 'Hide Details' link. On the right side, a progress bar indicates 'Total Credits' (63 of 60) and 'Total Credits from this School' (46 of 15). A notification box states 'Program Completion must be verified by the Registrar.'

| Category | Completed | Required |
|--------------------------------|-----------|----------|
| Total Credits | 63 | 60 |
| Total Credits from this School | 46 | 15 |

Fig. 11. The My Progress page provides you information about your program of study. If you are enrolled in multiple programs, you can toggle between different programs. The program title is shown below the My Progress title at the top of the page; this is a view of the Associate in Arts program. You can also view your cumulative GPA. By scrolling down, you can see the classes that are required for the completion of your program. Scroll down.

A. English Composition
 Take 6 credits; from ENG-111 ENG-112
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 6 Credits Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|---------------|--|-------|------|---------|
| ⚠ Not Started | ENG-111 Writing and Inquiry | | | |
| ⚠ Not Started | ENG-112 Writing/Research in the Disc | | | |

B. Humanities/Fine Arts/Co
 Take 9 credits; From courses COM-231 ART-111 ENG-231(S24025) ENG-232(S24026) MUS-110 PHI-215(S24028) PHI-240(S24029); Minimum 9 credits; Minimum 2 subjects;
 Complete all of the following items. ✅ 0 of 1 Completed. Fully Planned [Hide Details](#)

✅ Fully Planned ⚠ 6 of 9 Credits Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|-------------|--|-------|--------|---------|
| ✅ Completed | MUS-110 Music Appreciation | A | 2016SP | 3 |
| ✅ Completed | ART-111 Art Appreciation | A | 2018FA | 3 |
| ⌚ Planned | COM-231 Public Speaking | | 2019FA | 3 |

Fig. 12. As you scroll down the PROGRESS page, observe the color-coding of the courses: “Completed,” “In-Progress,” “Not Started,” and “Planned.” Not every course on this plan needs to be completed. Each section of the program has a specific number of credits required for completion. The Humanities/Fine Arts/Communications requirement of this program requires nine (9) credits; the student has completed six (6) of the required nine (9) credits. Scroll down through your entire program to see which courses are remaining.

In just a minute, we will schedule a section for the next semester. But first, let’s become familiar with the Plan & Schedule tool.

The screenshot shows the 'My Progress' page with a navigation menu on the left. The 'Plan & Schedule' option is highlighted. The main content area displays a progress bar for 'Program Completion' with a warning message: 'Program Completion must be verified by the Registrar.' Below this, a progress bar shows 'Total Credits' with 39 completed (green), 13 in progress (light green), and 11 remaining (yellow) out of a total of 60. Another bar shows 'Total Credits from this School' with 22 completed, 13 in progress, and 11 remaining out of 46.

Fig. 13. Scroll back to the top of the My Progress page. Click on STUDENT PLANNING. Now, click on PLAN & SCHEDULE.

Section 3.C. Plan and Schedule (Registering for Classes)

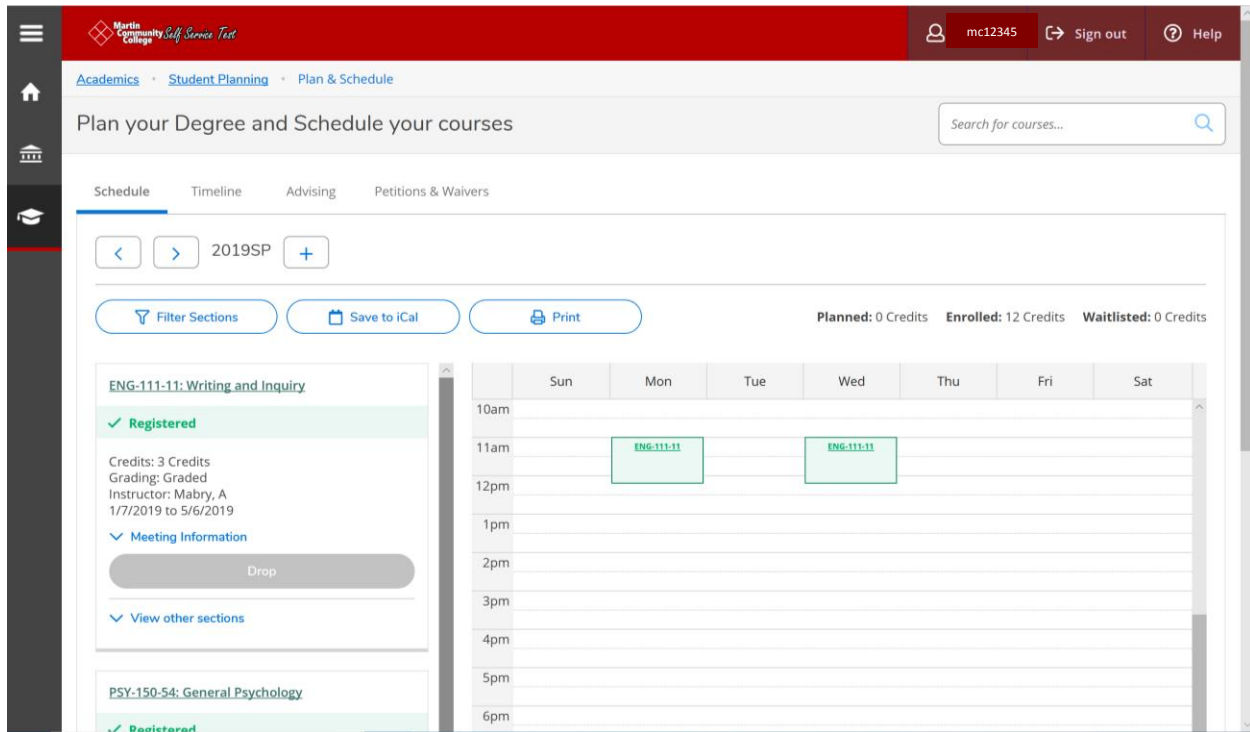


Fig. 14. The first term or semester to appear on the Plan and Schedule page is the current term. The current term in this figure is the 2019 Spring term. Notice that the student is already enrolled and registered in a section of Writing and Inquiry (ENG 111 11). A successfully registered course shows a green banner. This is a seated section, so information appears on the calendar.

You may toggle between different terms by clicking the left and right arrows. The selected term appears to the right side of the arrows. Be sure you are always looking at the right term.

You can print the student's term course plan by clicking the PRINT button.

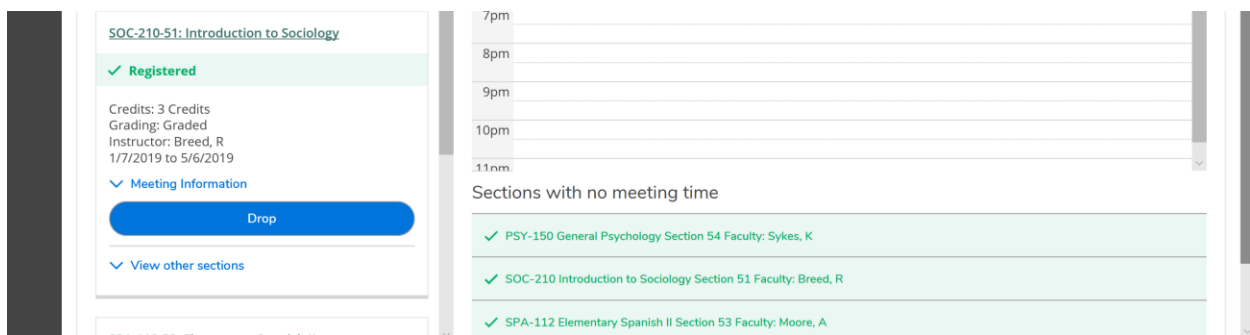


Fig. 15. By scrolling down the course list and the calendar, you can see other sections in which the student is enrolled. General Psychology (PSY 150 54) and Introduction to Sociology (SOC 210 51) are both online courses. They do not appear on the calendar because they do not have meeting times. They are listed again below the calendar.

Let's start a schedule for the next term. If the current term is the Spring semester, the next term is the Summer or Fall semester. On the Plan & Schedule page, you can use the right or left arrow to move to the Summer semester as shown below. If a term is not already present, you can add or remove term using the '-' or '+' buttons.

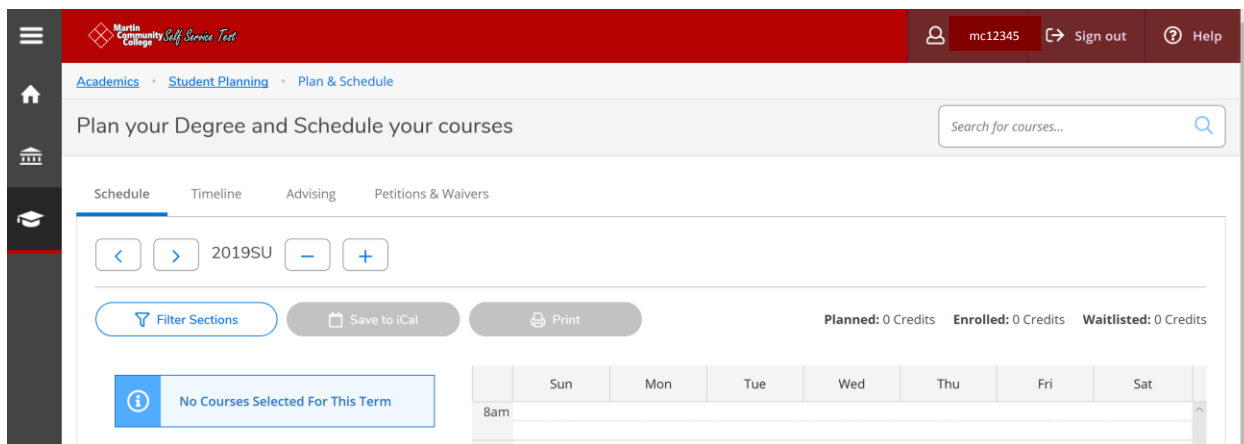


Fig. 16. You can see that this student has not yet registered for any courses for the Summer or Fall. From the navigation tool bar at the top, click on STUDENT PLANNING, and then click on MY PROGRESS.

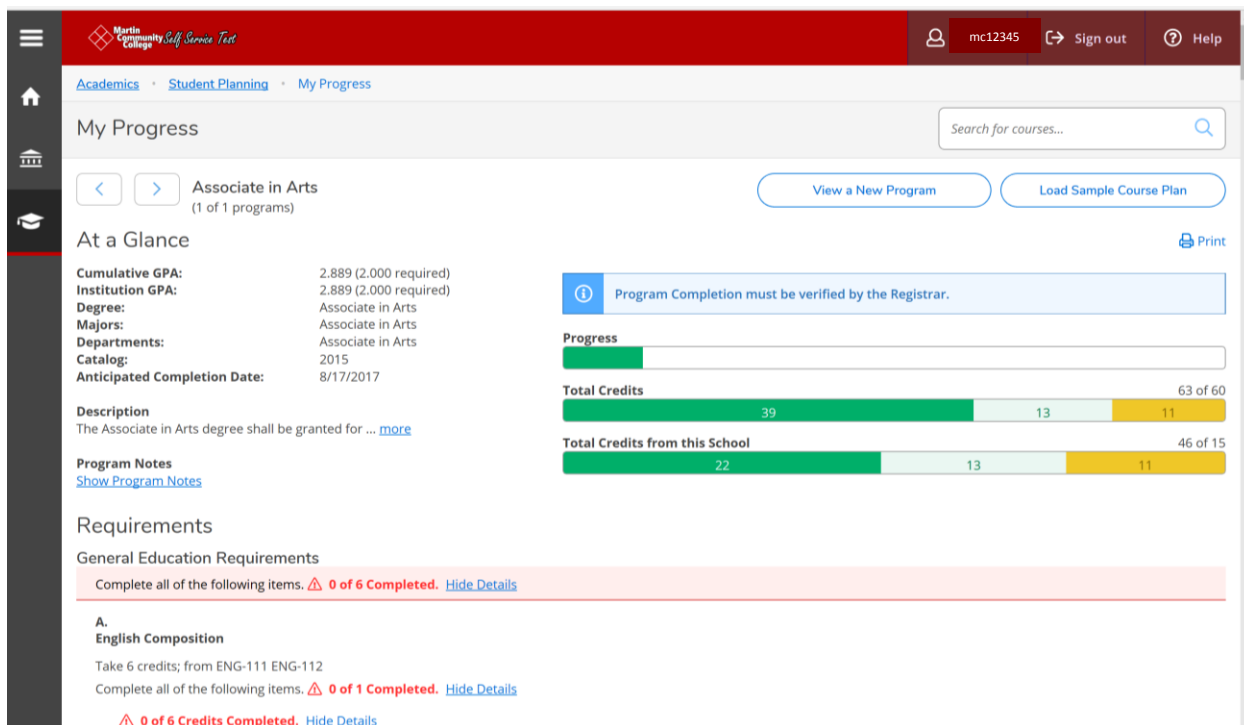


Fig. 17. From your My Progress, page, scroll down until you see the course(s) you want to plan for an upcoming term.

| | | | | | |
|-------------|---------|---|---|--------|---|
| Not Started | HIS-132 | American History II | | | |
| Not Started | POL-120 | American Government | | | |
| Not Started | POL-120 | American Government (Possible Replacement) (GPA only) | F | 2016FA | 3 |

D. Math
 Take 3 credits; From courses MAT-143 MAT-171(S23934); Minimum 3 credits;
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 3 Credits Completed. [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|-------------|---------|-----------------------|-------|------|---------|
| Not Started | MAT-143 | Quantitative Literacy | | | |
| Not Started | MAT-171 | Precalculus Algebra | | | |

E. Natural Sciences
 Take 4 credits; From courses BIO-110(S24019) BIO-111(S24020) CHM-151;
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 4 Credits Completed. [Hide Details](#)

| Status | Course | Search | Grade | Term | Credits |
|-------------|---------|-----------------------|-------|------|---------|
| Not Started | BIO-110 | Principles of Biology | | | |
| Not Started | BIO-111 | General Biology I | | | |
| Not Started | CHM-151 | General Chemistry I | | | |

F. Additional General Educati
 Take 14 credits; From courses ART-111 BIO-110(S24019) BIO-111(S24020) BIO-112(S24021) BIO-140 BIO-140A CHM-131 CHM-131A CHM-132(S20490) CIS-110(S21058) CIS-115(S23954) ECO-251

Fig. 18. This student is required to take a Math course (Section D); the student should take either MAT 143 or MAT 171.

Martin Community College Self Service Test

mc12345 Sign out Help

Academics · Student Planning · Course Catalog

Search for Courses and Course Sections

[Back to My Progress](#)

Filter Results

Subjects

MAT - Mathematics (1)

Locations

Main Campus (1)
 Website (1)

Show All Terms

2019SP (1)
 2019SU (1)

Days of Week

Tuesday (1)
 Thursday (1)

Time of Day

Select time range...

Filters Applied: None

MAT-171 Precalculus Algebra (4 Credits) [Add Course to Plan](#)

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology.

Requisites:
 Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065 Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080 Set 4: DMA-010, DMA-020, DMA-030, DMA-045, and DMA-065 Set 5: DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 6: DMA-025, DMA-040, DMA-050, and DMA-065 Set 7: DMA-025, DMA-045, DMA-060, DMA-070, and DMA-080 Set 8: DMA-025, DMA-045, and DMA-065 Set 9: MAT-121 Set 10: MAT-003 - Must be completed prior to taking this course.

[View Available Sections for MAT-171](#)

Page 1 of 1

Fig. 19. When the student clicks on MAT 171, course information appears. The student now has two options. The student can ADD COURSE TO PLAN or VIEW AVAILABLE SECTIONS. Choose VIEW AVAILABLE SECTIONS.

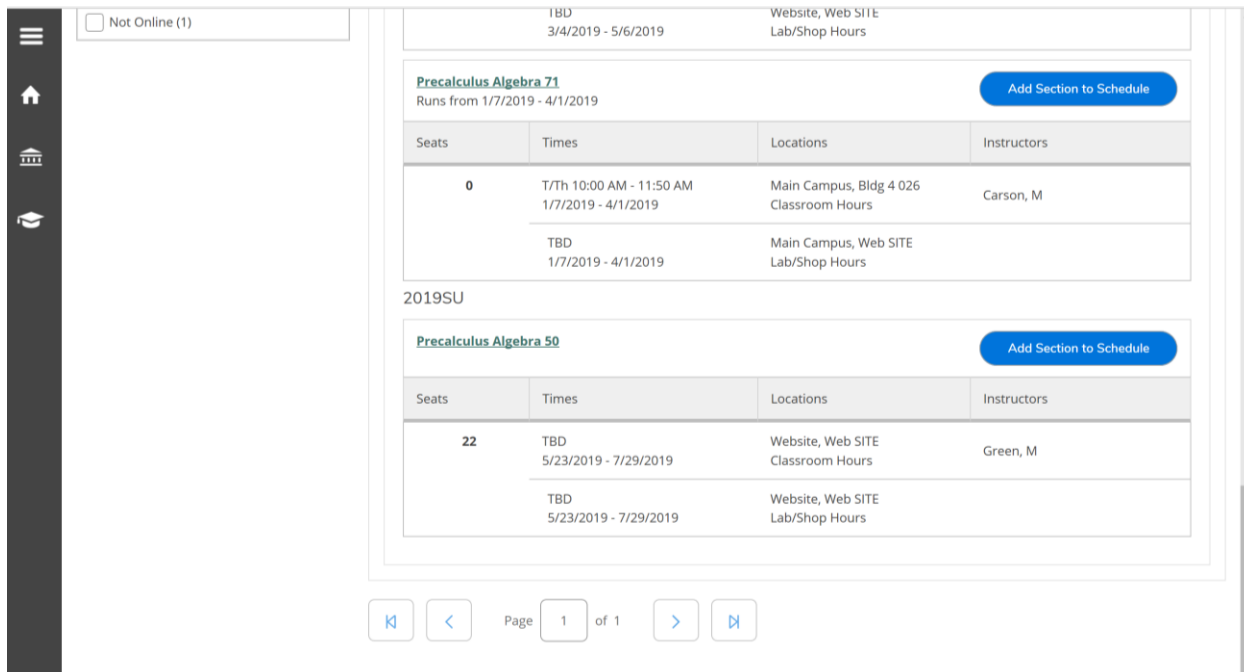


Fig. 20. Information for multiple terms may be shown. Scrolling down shows information for the 2019 Summer Semester. This is an online course that begins on 5/23/2019 and ends on 7/29/2019. The instructor is M. Green. Click ADD SECTION TO SCHEDULE.

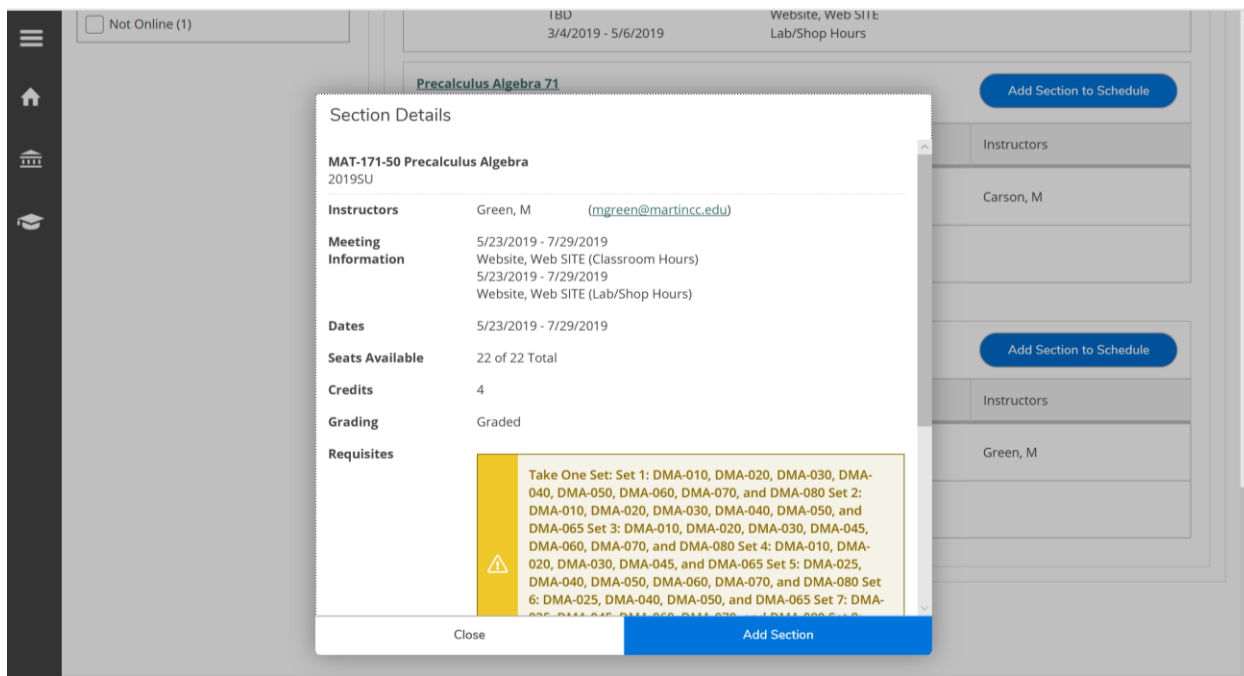


Fig. 21. Section Details are displayed. Clicking ADD SECTION will add the section to your Plan.

North Carolina Community College System

Academics · Student Planning · Course Catalog

Search for Courses and Course Sections

Back to My Progress

Filters Applied: None

Filter Results

Subjects

- MAT - Mathematics (1)

Locations

- Main Campus (1)
- Website (1)

Show All Terms

- 2019SP (1)
- 2019SU (1)

Days of Week

- Tuesday (1)
- Thursday (1)

Time of Day

Select time range...

MAT-171 Precalculus Algebra (4 Credits) [Add Course to Plan](#)

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology.

Requisites:
 Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065 Set 3: DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080 Set 4: DMA-010, DMA-020, DMA-030, DMA-045, and DMA-065 Set 5: DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080 Set 6: DMA-025, DMA-040, DMA-050, and DMA-065 Set 7: DMA-025, DMA-045, DMA-060, DMA-070, and DMA-080 Set 8: DMA-025, DMA-045, and DMA-065 Set 9: MAT-121 Set 10: MAT-003 - Must be completed prior to taking this course.

View Available Sections for MAT-171

2019SP

Precalculus Algebra 50 [Add Section to Schedule](#)

| Seats | Times | Locations | Instructors |
|-------|----------------------------|--------------------------------------|-------------|
| 7 | TBD 1/7/2019 - 5/6/2019 | Website, Web SITE Classroom Hours | Rogerson, C |

Notifications:
 MAT-171-50 has been planned on the schedule.
 MAT-171-50 has been planned on the schedule.

Fig. 22. Confirmation of the added section may be shown in notifications in the upper righthand corner.

Using the Navigation Tools at the top of the page, we can return to the My Progress page and scroll down to another course that needs to be added to our Plan.

Take 6 credits; from ENG-111 ENG-112
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 0 of 6 Credits Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|-------------|--------------------------------------|-------|--------|---------|
| In-Progress | ENG-111 Writing and Inquiry | | 2019SP | 3 |
| Not Started | ENG-112 Writing/Research in the Disc | | | |

B. Humanities/Fine Arts/Co

Take 9 credits; From courses COM-231 ART-111 ENG-231(S24025) ENG-232(S24026) MUS-110 PHI-215(S24028) PHI-240(S24029); Minimum 9 credits; Minimum 2 subjects;
 Complete all of the following items. ⚠ 0 of 1 Completed. [Hide Details](#)

⚠ 6 of 9 Credits Completed. [Hide Details](#)

| Status | Course | Grade | Term | Credits |
|-------------|--------------------------------|-------|--------|---------|
| Completed | MUS-110 Music Appreciation | A | 2016SP | 3 |
| Completed | ART-111 Art Appreciation | A | 2018FA | 3 |
| Not Started | COM-231 Public Speaking | | | |
| Not Started | ENG-231 American Literature I | | | |
| Not Started | ENG-232 American Literature II | | | |
| Not Started | PHI-215 Philosophical Issues | | | |
| Not Started | PHI-240 Introduction to Ethics | | | |

C. Social/Behavioral Sciences

Fig. 23. COM 231, Public Speaking is a course that has Not Started, and the student needs a total of nine (9) credit hours to complete this section. The student may click on COM 231.

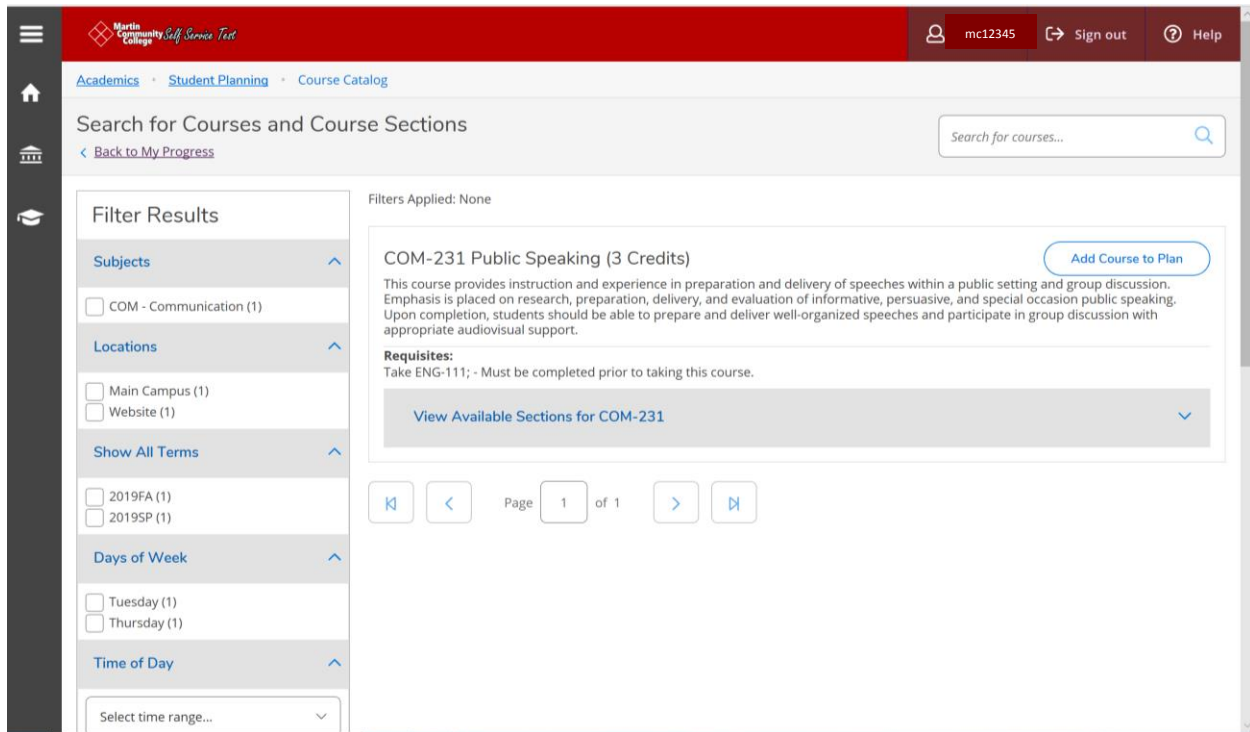


Fig. 24. Choose ADD COURSE TO PLAN when you plan to take a course in an upcoming term but if you are undecided on the day or time or instructional method or if information is not published for available sections.

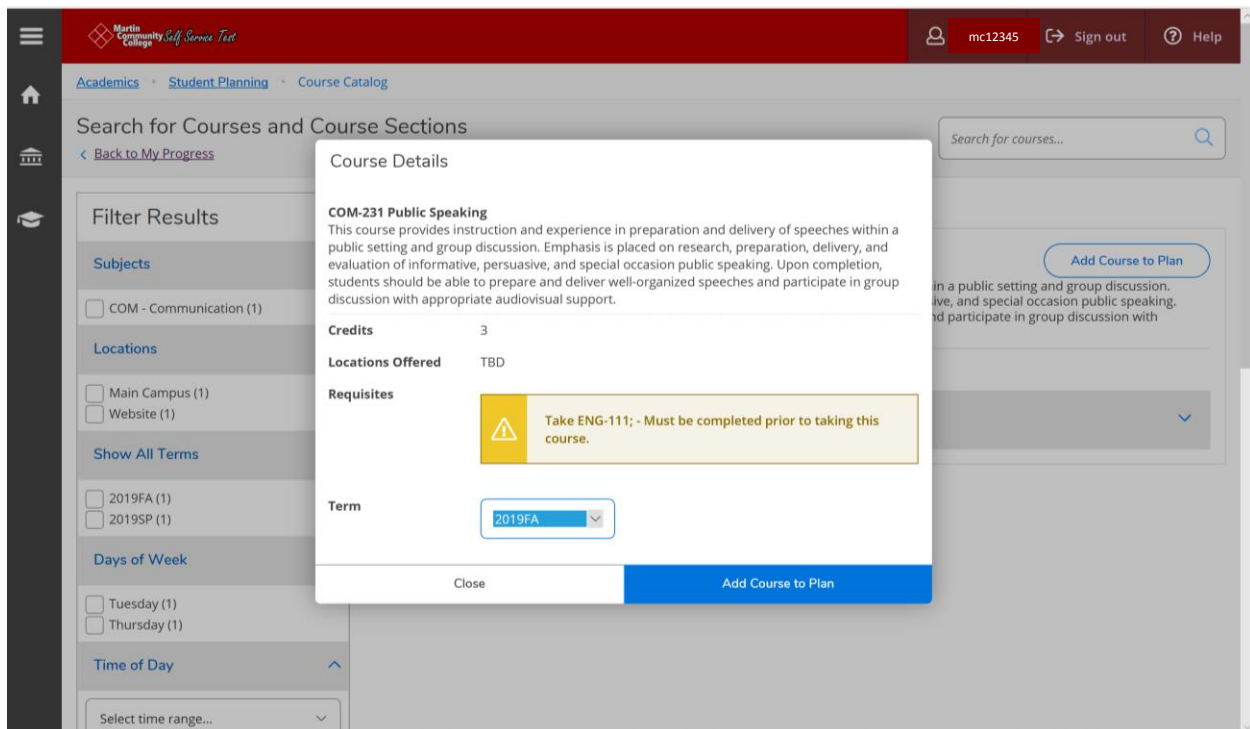


Fig. 25. Adding the Course to the Plan requires selecting a term. In the figure above, you can see the student is adding the course to the 2019 Fall Term. Click ADD COURSE TO PLAN.

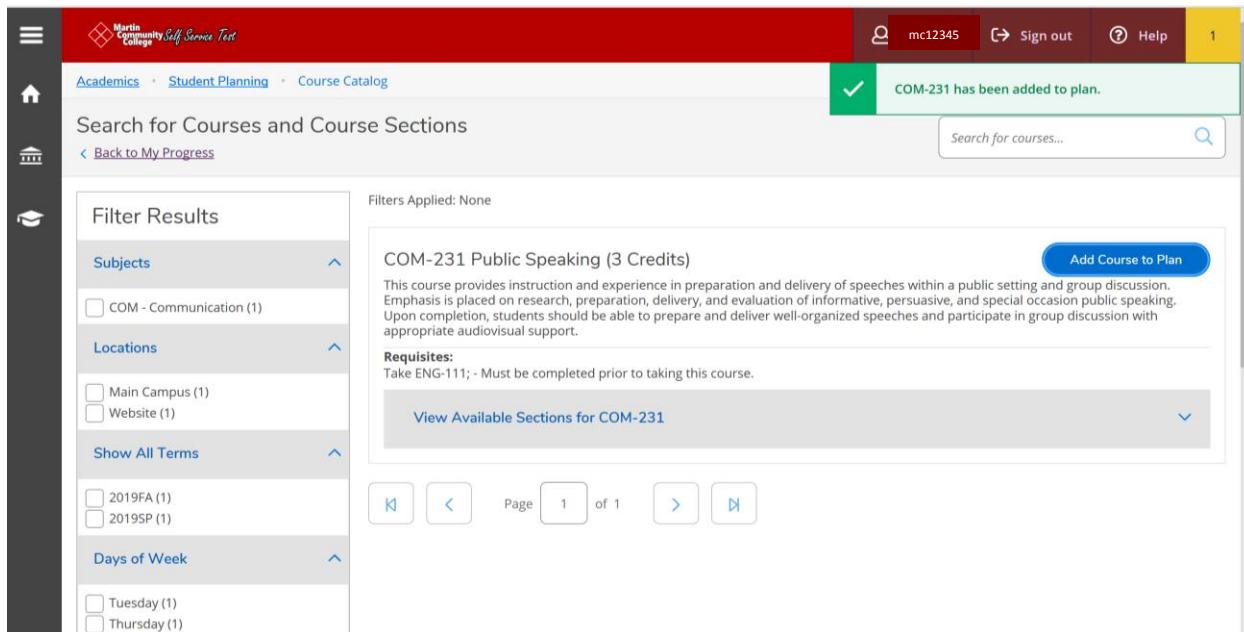


Fig. 26. Confirmation of the added section may be shown in notifications in the upper righthand corner. Use the navigation tool bar at the top of the page to return to Plan & Schedule.

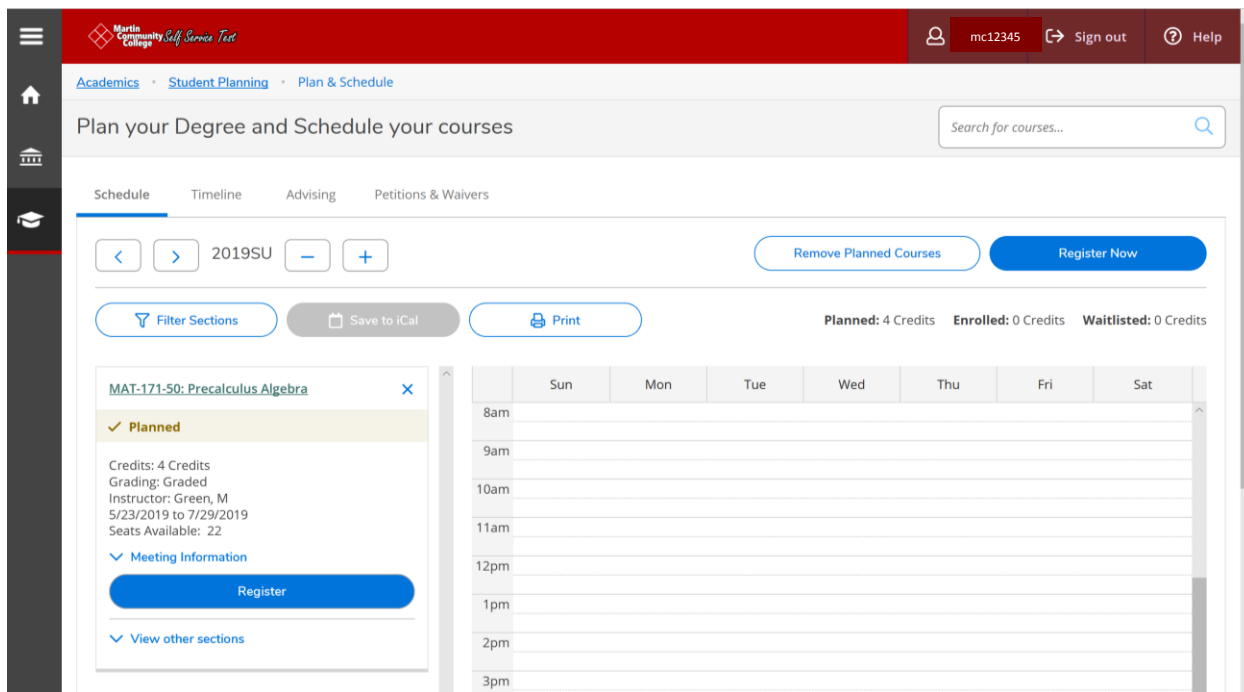


Fig. 27. The Plan and Schedule page (for the 2019 Summer term) shows that the student has planned MAT 171 for the Summer term. IMPORTANT: Students cannot register for a course unless it has been approved by their advisor or by a counselor. Clicking on the REGISTER button will reveal an error message.

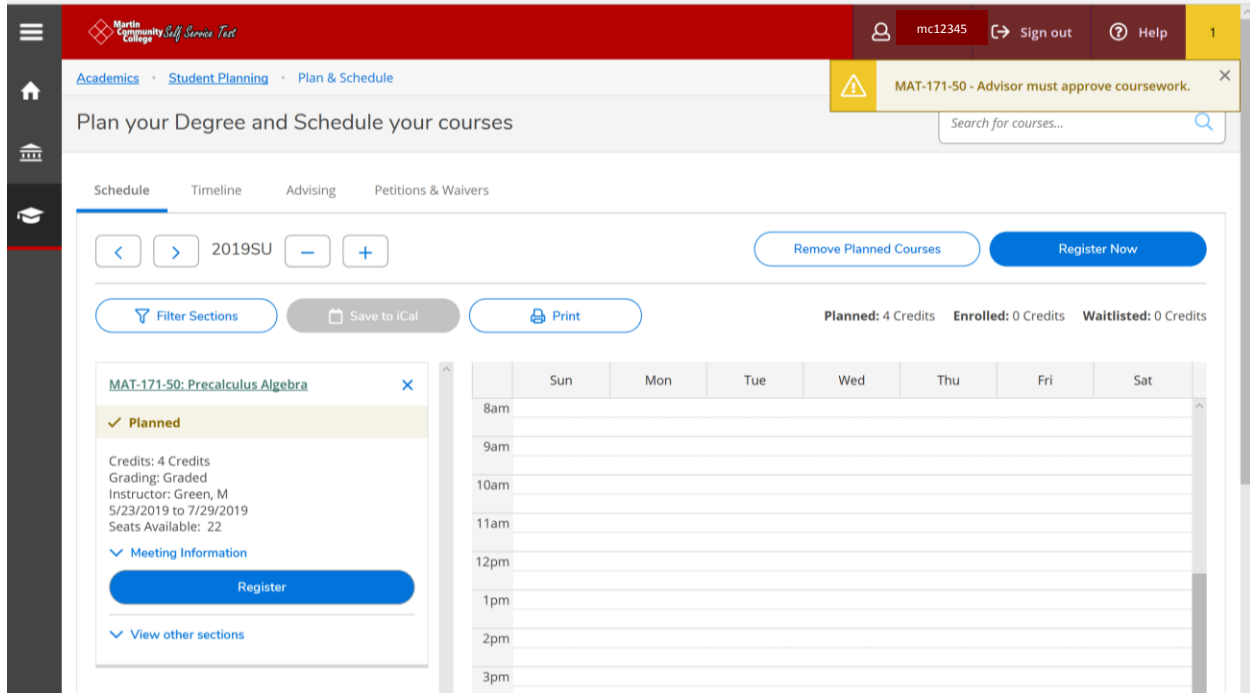


Fig. 28. To remove the notification, click the 'x' in the upper righthand corner of the notification box.

The Plan & Schedule has multiple tabs. To register for a course, you will need your advisor to approve your course. Click on ADVISING.

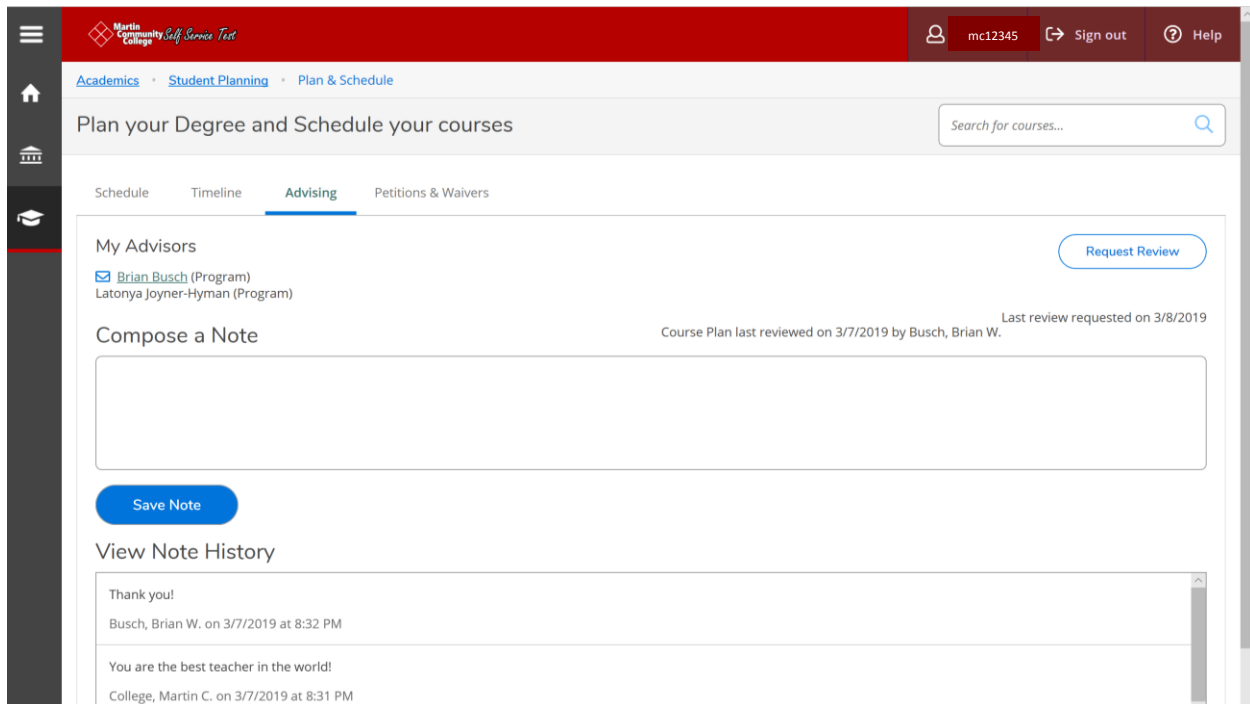


Fig. 29. The REQUEST REVIEW button will generate an email to your advisor with a request for your advisor to review and approve or deny your plan.

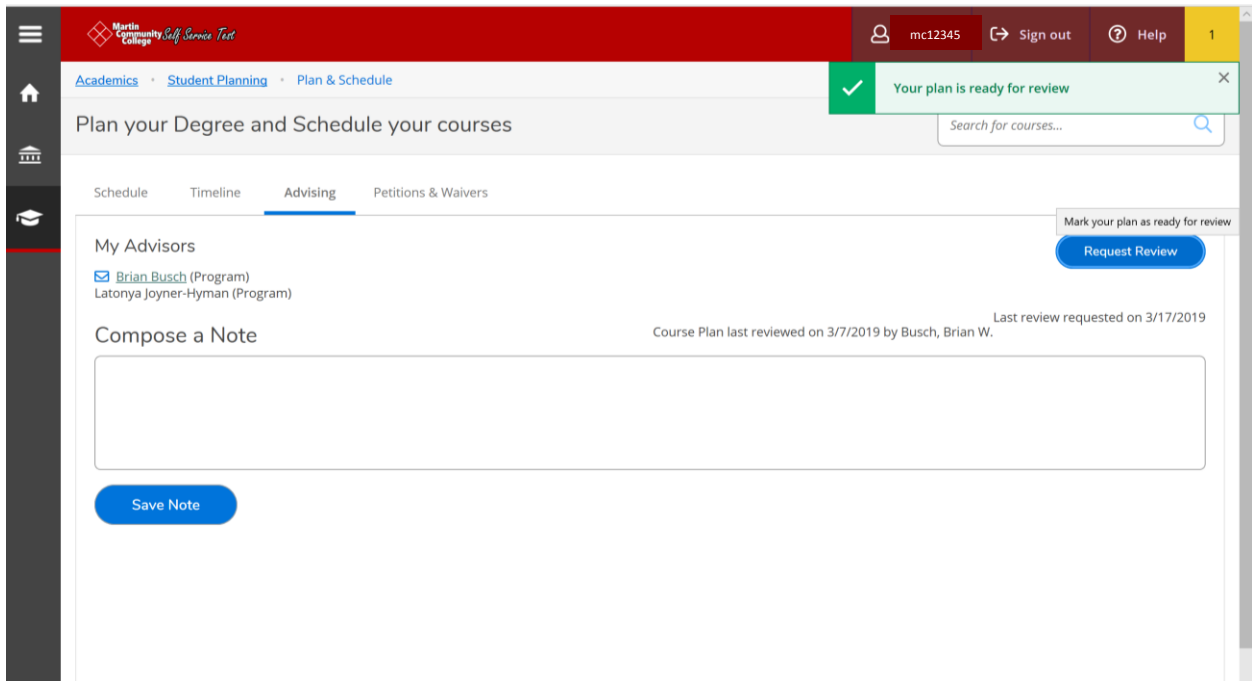


Fig. 30. Clicking on the REQUEST REVIEW button will create a notification in the upper righthand corner.

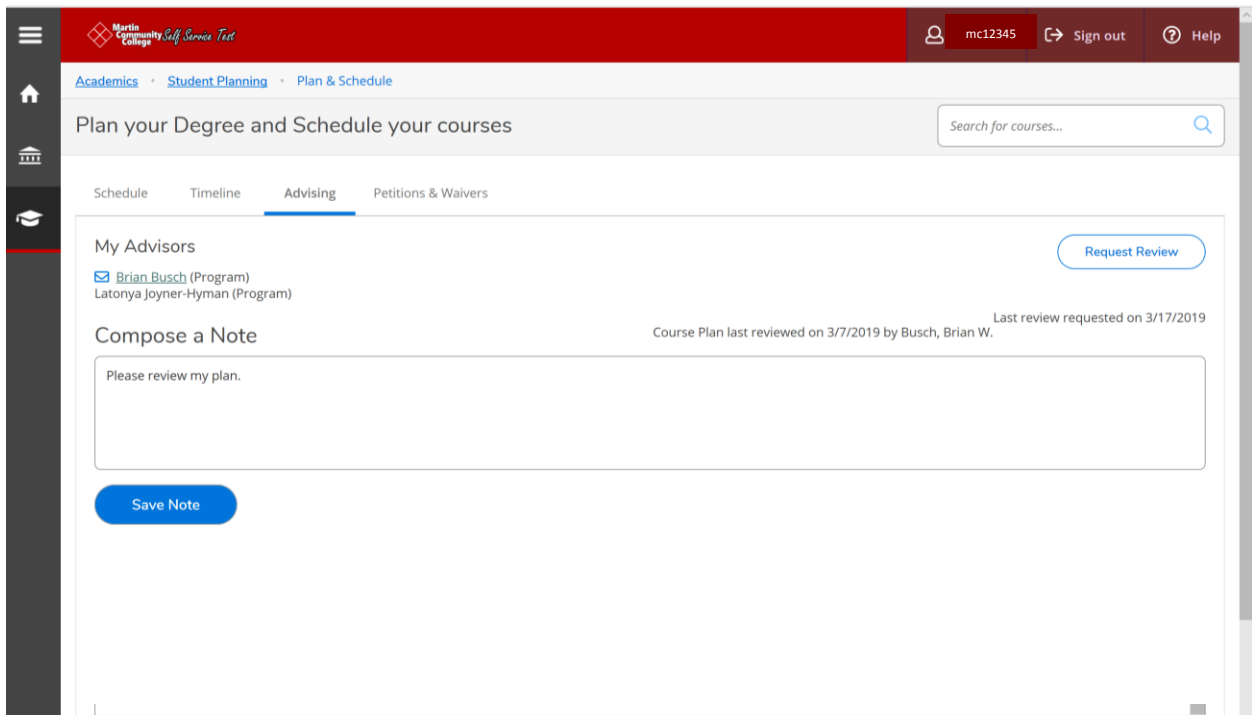


Fig. 31. The student can also compose a note for the advisor. Remember to click SAVE NOTE or the note cannot be view by the advisor.

Using the Self-Service navigation tool bar at the top of the page, the student can return to the Plan & Schedule page.

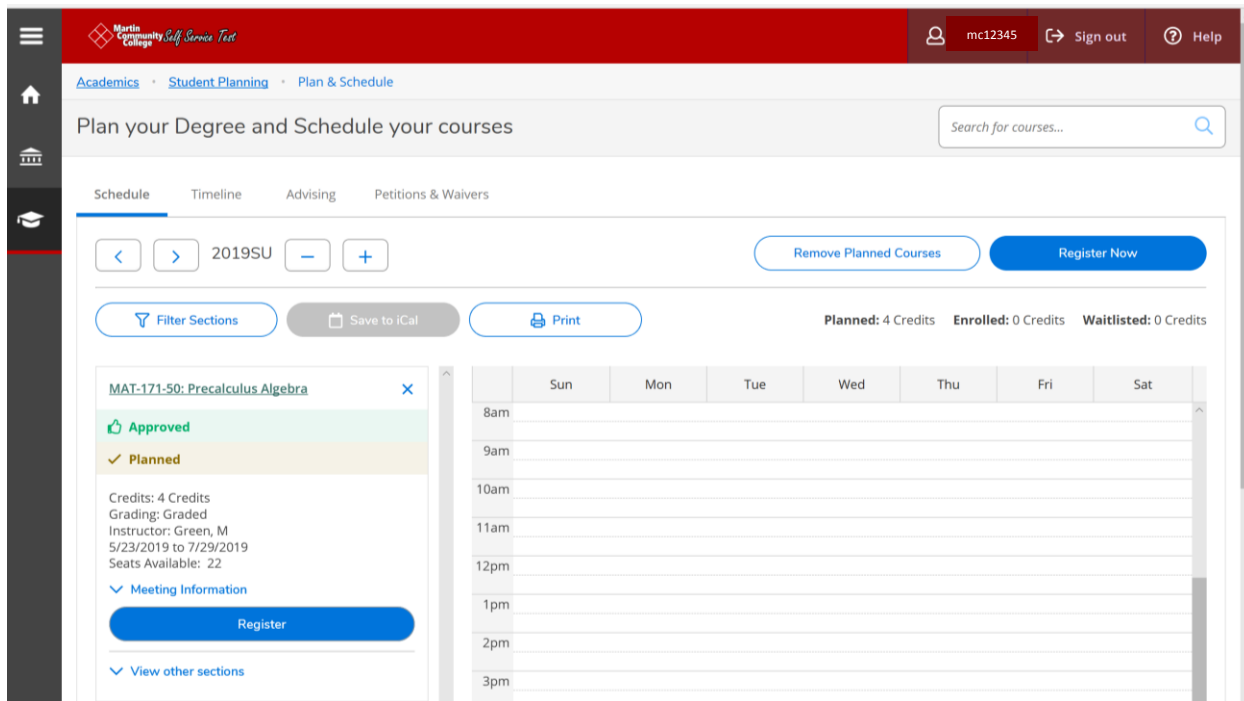


Fig. 32. The screen shows that the advisor has “approved” MAT 171 50. The student can now register for the course by clicking REGISTER button on the left-hand side under the course name.

NOTE: the blue “REGISTER NOW” button in the upper righthand corner will register the student for all courses that are planned and approved. By using the REGISTER button, the student can register for courses individually.

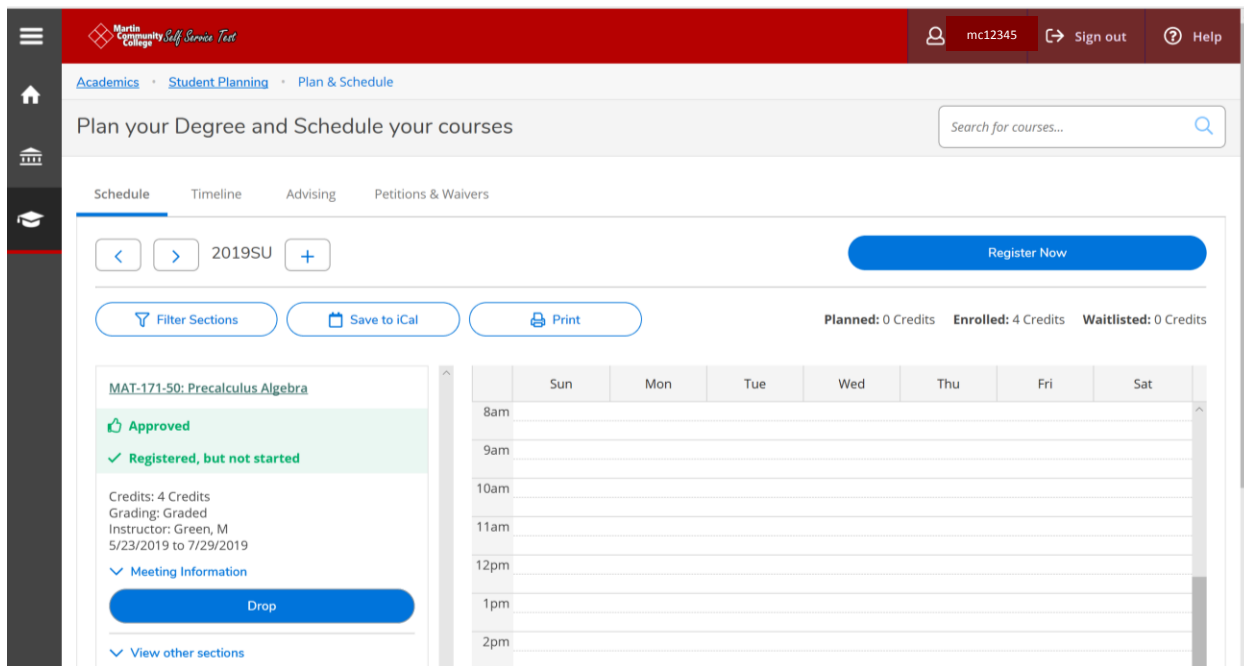


Fig. 33. Information below the course and section title now show that the student has registered for the section.

There is also a DROP button. Students cannot drop a section using this function. Send a note to or contact your advisor to request your course be dropped.

Use the PRINT button to print a schedule.

Toggle forward to the 2019 Fall Semester.

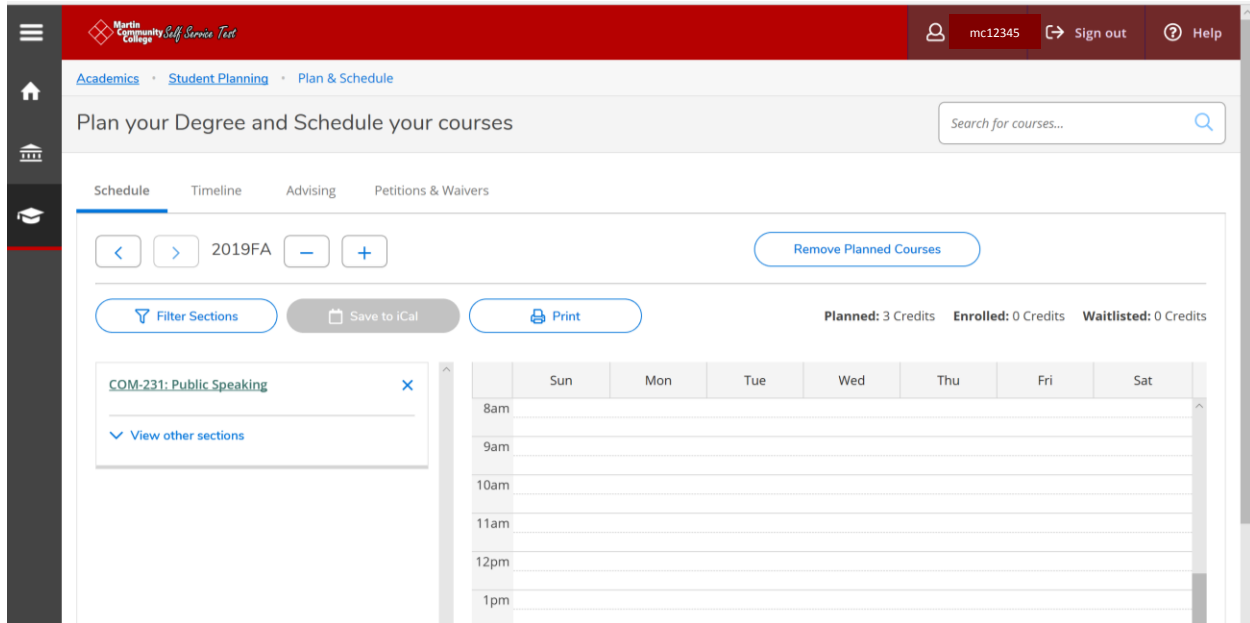


Fig. 34. This course has been planned, but a section day and time or instructional method has not been chosen. The student can click on VIEW OTHER SECTIONS to see available sections.

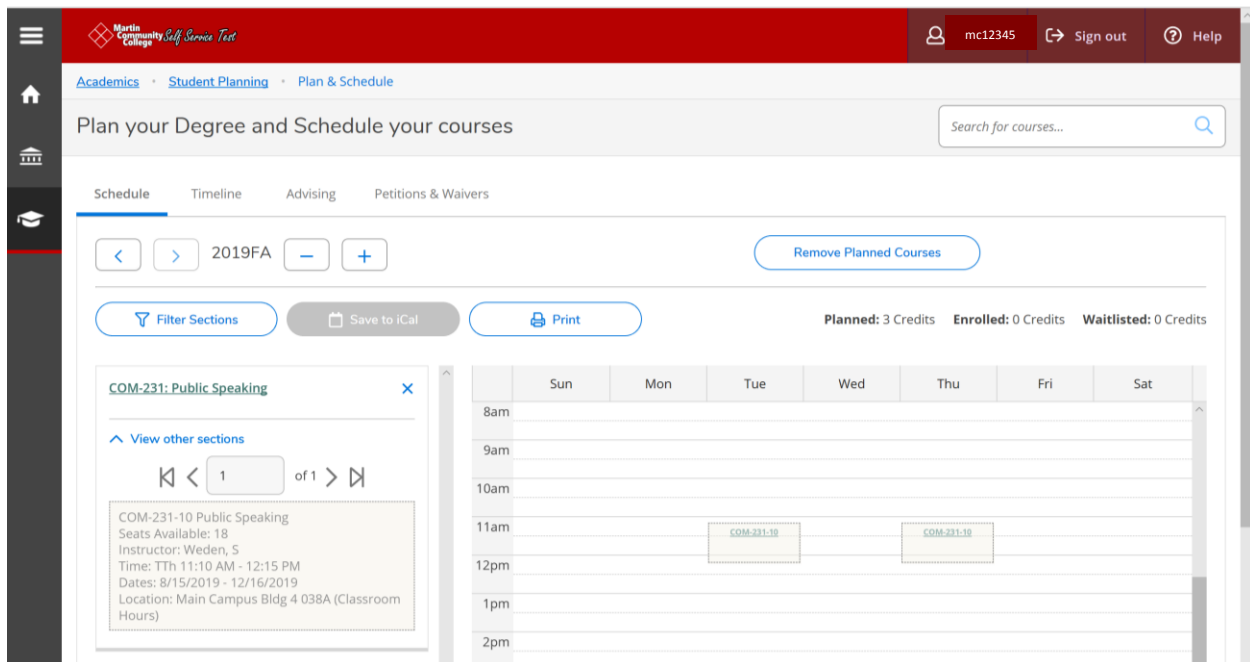


Fig. 35. In this example, one section is available for the 2019 Fall term. The student can click on the section details if this is the section for which the student wishes to register.

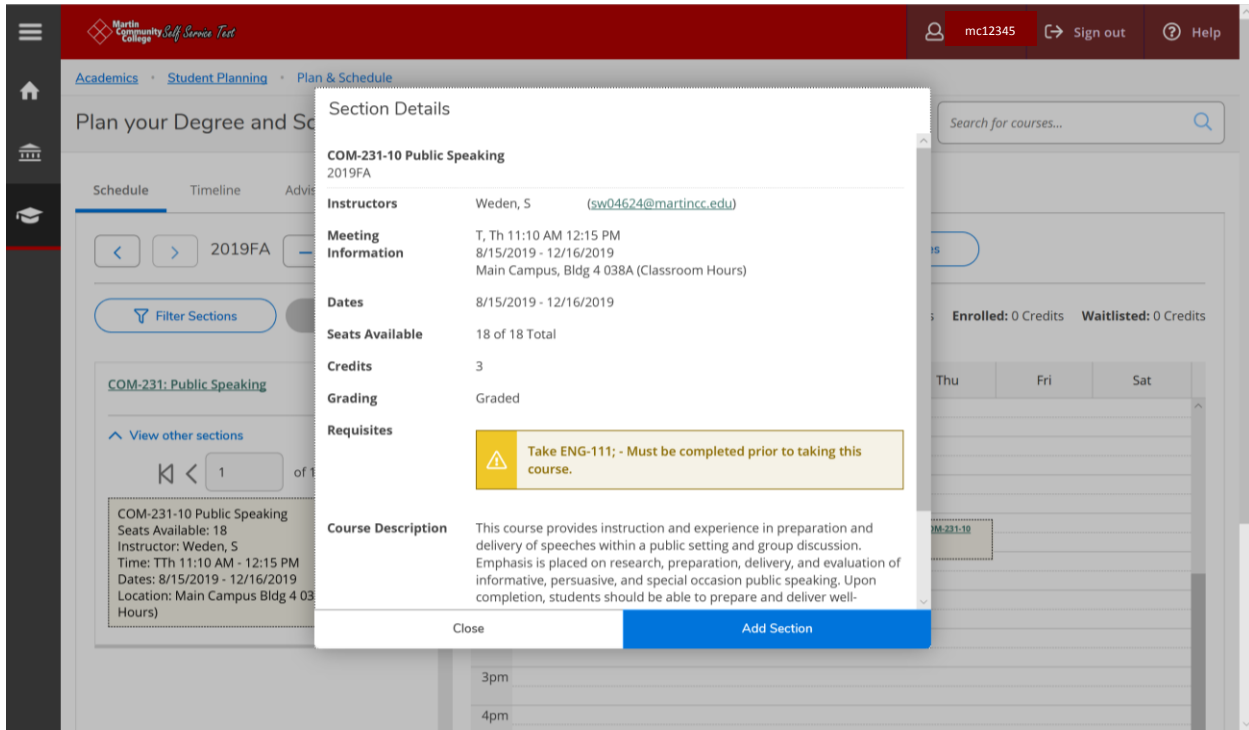


Fig. 36. Choosing ADD SECTION will add this section to the student’s plan.

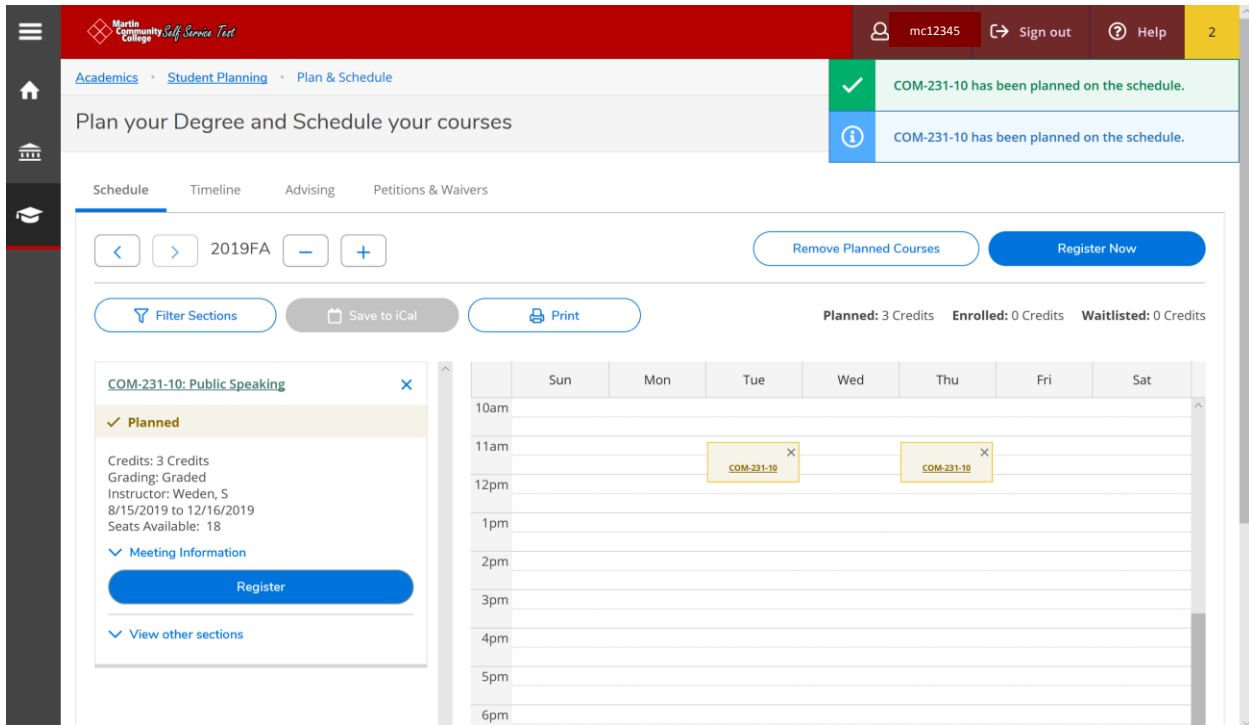


Fig. 37. The notification in the upper righthand corner shows that the course has been added to the plan. If the student is ready for the advisor to review and approve the requested section, choose the ADVISING tab.

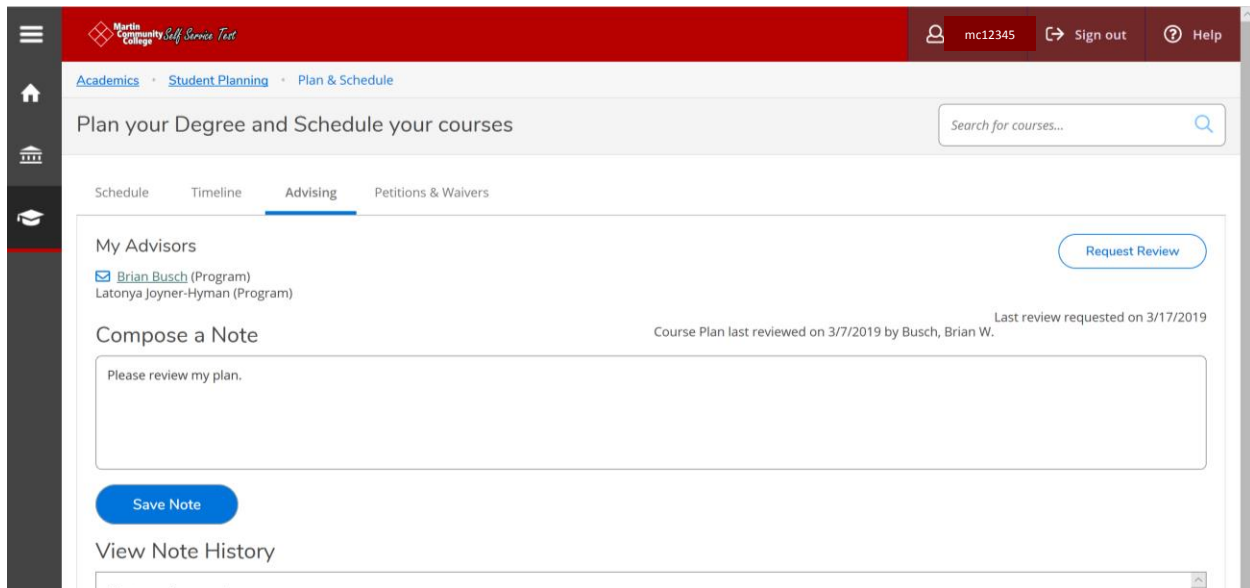


Fig. 38. The student may click REQUEST REVIEW and wait for the advisor to respond. The advisor may approve or deny the request. If the request is approved, the student may register for the course and print a schedule.

SECTION 4. COURSE CATALOG AND CLASS SCHEDULE

Before you can register for a section, you may need to find out which classes are being offered for a particular term.

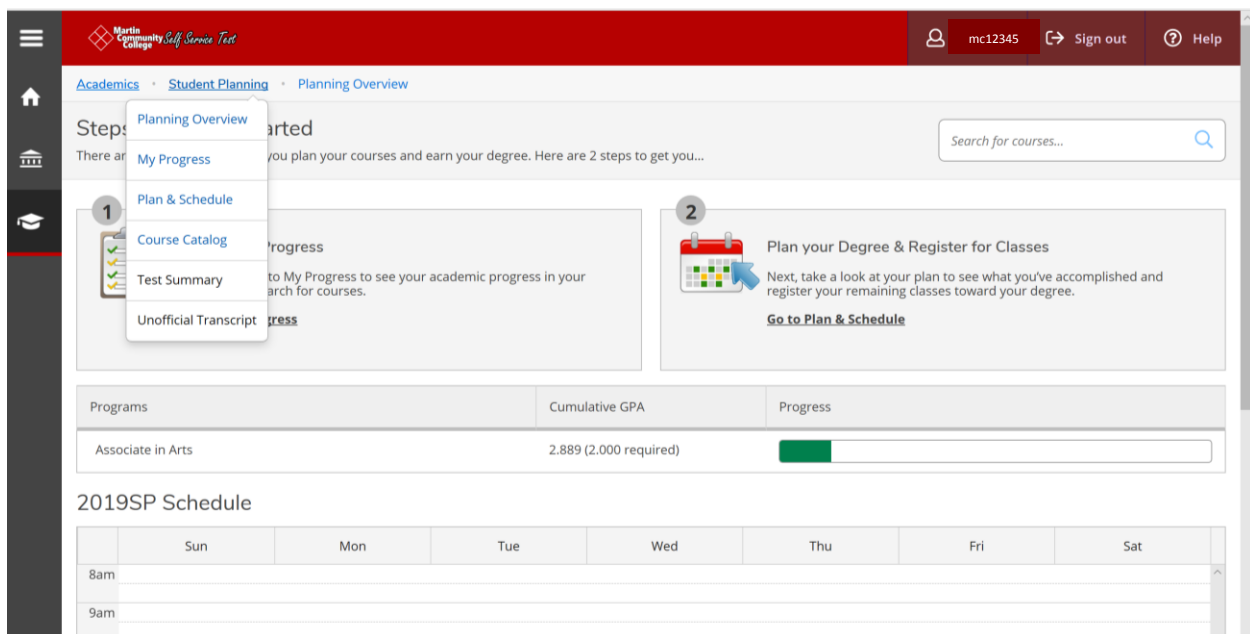


Fig. 39. From the Planning Overview page, click on COURSE CATALOG.

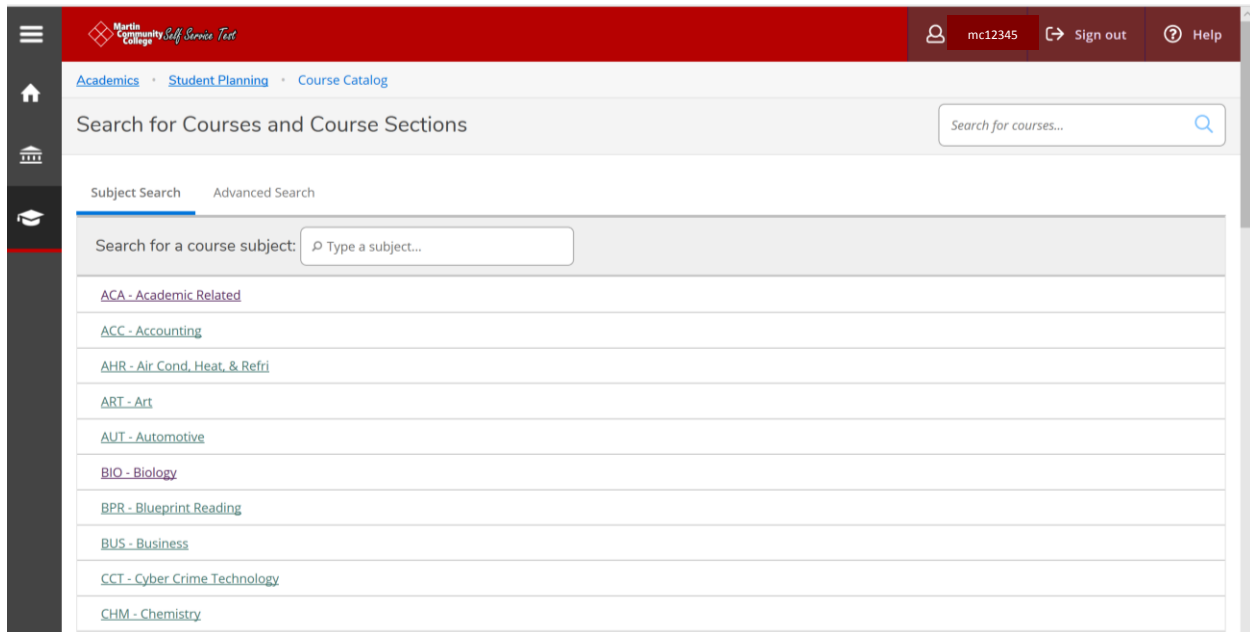


Fig. 40. A list of all subjects is shown on the Course Catalog homepage. To see which courses are offered in a particular term, click on **ADVANCED SEARCH**.

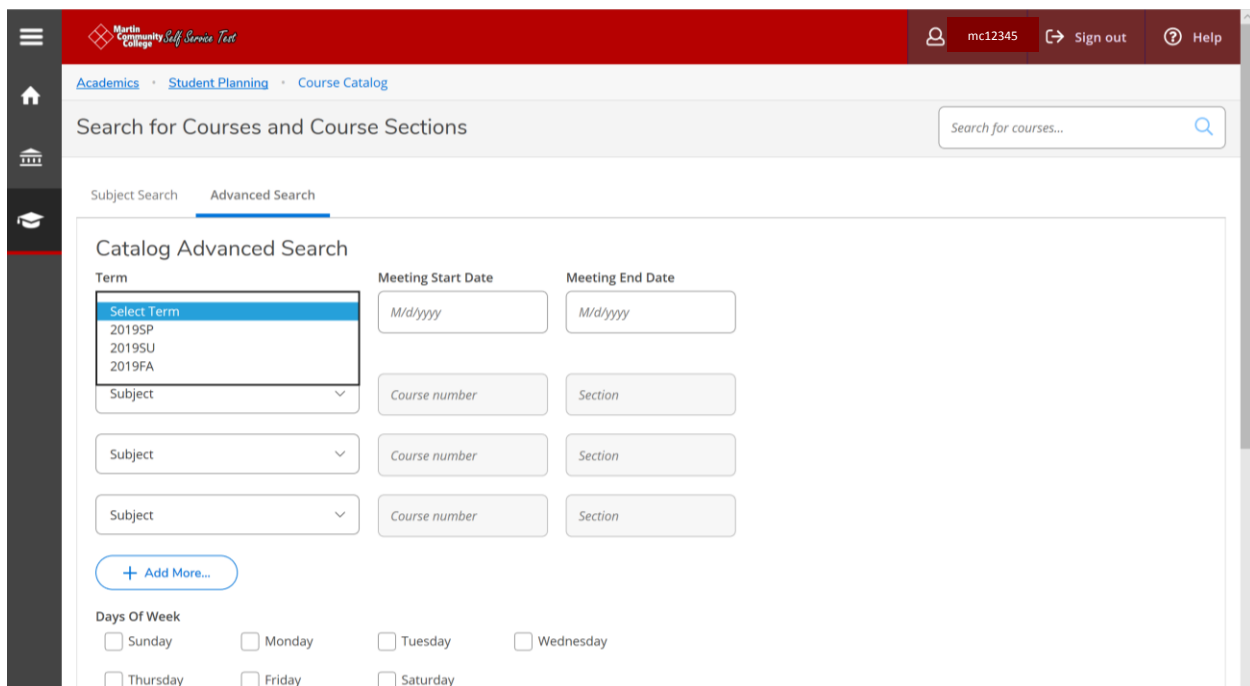


Fig. 41. On the Advanced Search page, you may select a particular term for which you wish to search. Select 2019SU, scroll to the bottom of the page, and click **SEARCH**.

The screenshot displays the 'Search for Courses and Course Sections' interface. At the top, the navigation bar includes the college logo, user ID 'mc12345', and links for 'Sign out' and 'Help'. The breadcrumb trail shows 'Academics > Student Planning > Course Catalog'. A search bar is present with the placeholder text 'Search for courses...'. The left sidebar, titled 'Filter Results', includes sections for 'Availability' (with an 'Open Sections' checkbox), 'Subjects' (with checkboxes for ACA - Academic Related (2), ART - Art (1), BIO - Biology (1), CIS - Information Systems (1), and COS - Cosmetology (3)), and 'Locations' (with checkboxes for Website (22), Main Campus (19), and Off Campus (1)). The main content area shows 'Filters Applied: 2019SU'. Two course listings are visible: 'ACA-115 Success & Study Skills (1 Credits)' and 'ACA-122 College Transfer Success (1 Credits)'. The first course listing includes a description, a description of its focus, and a button to 'Add Course to Plan'. The second course listing includes a description, a description of its focus, and a button to 'Add Course to Plan'. A blue notification box with an information icon indicates 'This course was attempted or already completed.' Below the second course listing, the 'Requisites' section is visible.

Fig. 42. The search reveals a list of all courses available for the selected term. You may also find a list of courses on the college’s website; search the CURRENT STUDENTS tab for CLASS SCHEDULES. Hardcopies of the class schedule are also distributed in different locations around the college.

SECTION 5. STUDENT FINANCE

There are other tools currently available in Self-Service. Students may click on STUDENT FINANCE to see their latest statement. Online payments are not yet available.

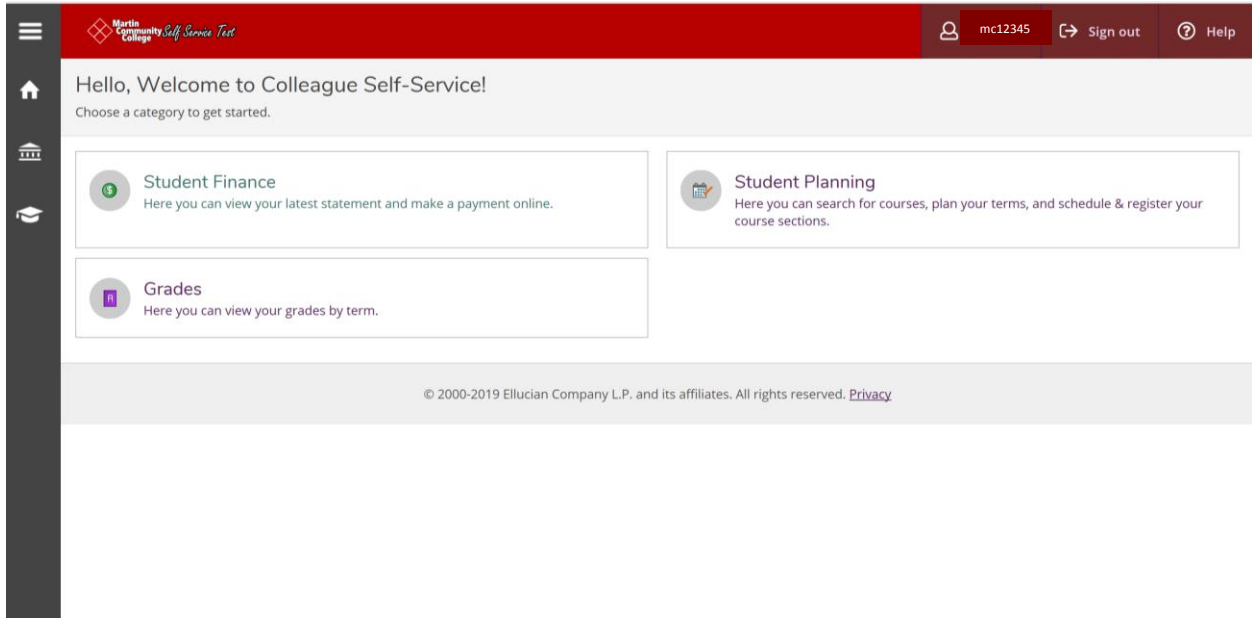


Fig. 43. After logging into Self-Service, click on the STUDENT FINANCE module.

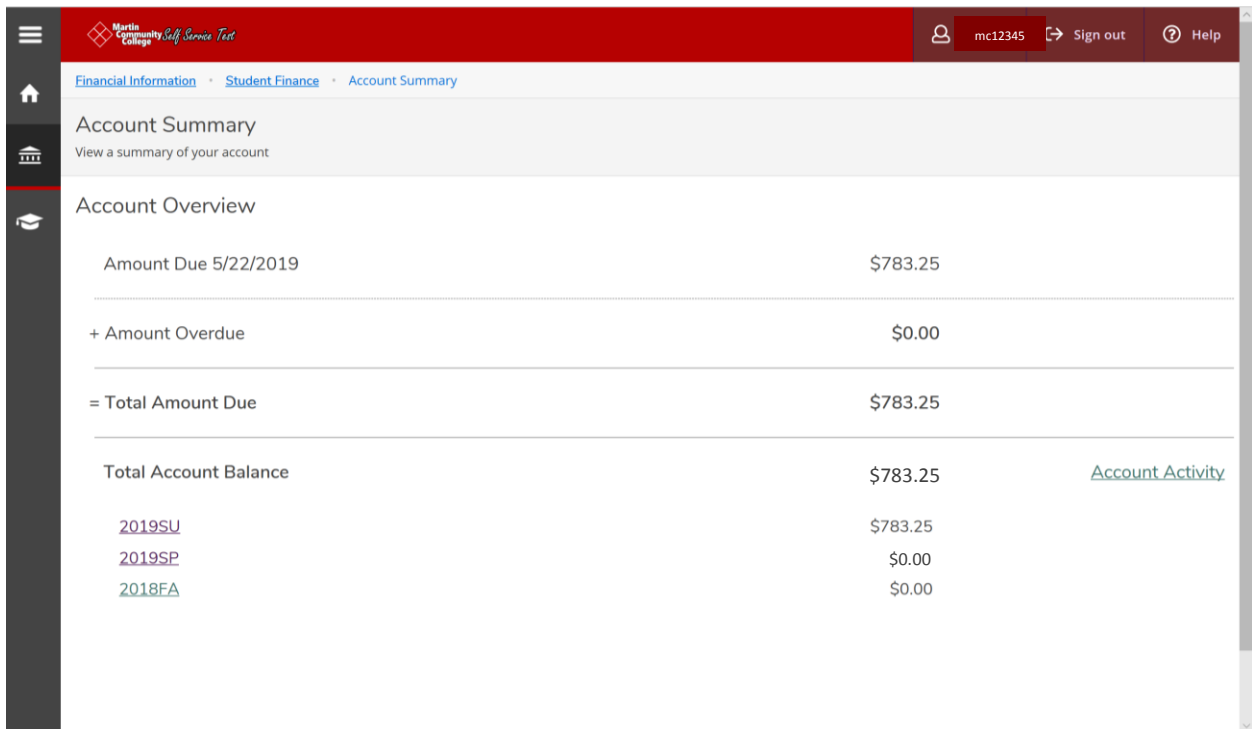


Fig. 44. The home screen of the Student Finance module is the Account Summary/Account Overview. The student's total balance is shown as "Amount Due." The amount due for the student shown reflects charges associated with a semester that has not yet begun; in this illustration it is the 2019 Summer

Term. Charges will not be shown for courses that are only planned; charges appear after the student is registered for the course. No other charges have been carried forward from previous semesters, so there is no amount that is overdue. The only charges due reflect an upcoming term.

Account activity for individual terms can be seen by clicking on the term. The 2019 Spring term is shown.

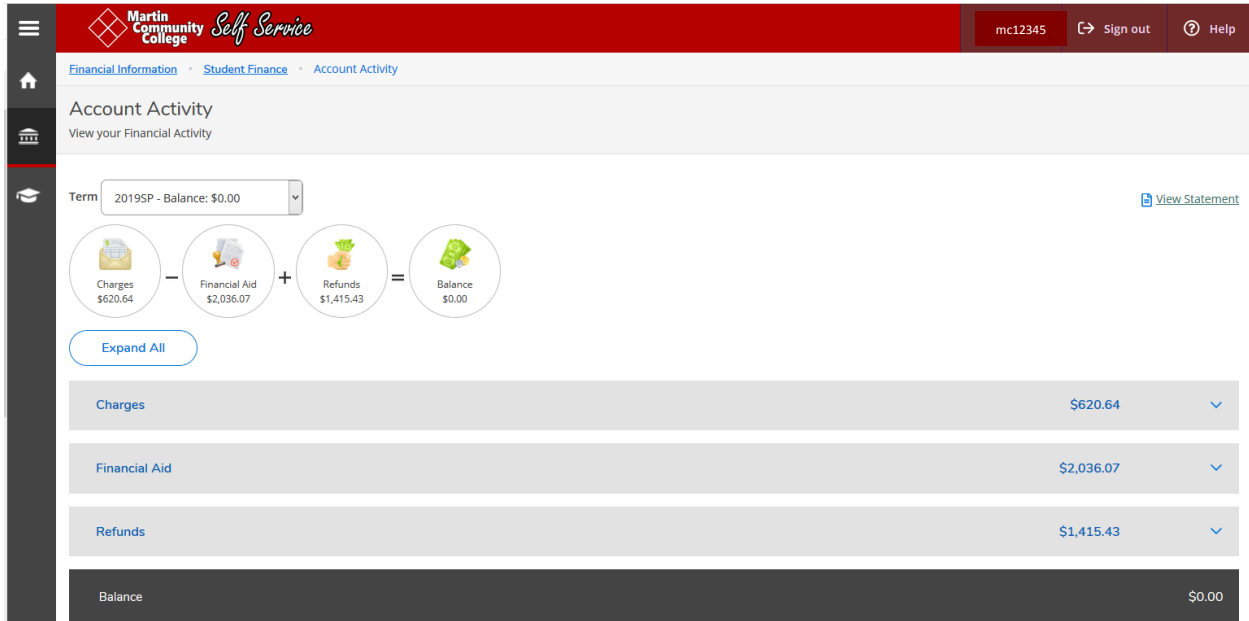


Fig. 45. The Account Activity screen for this term shows Charges, Financial Aid awards, Refunds, and the student’s Balance. Choose EXPAND ALL to view details for any of these categories. To view and/or print a statement, click VIEW STATEMENT.

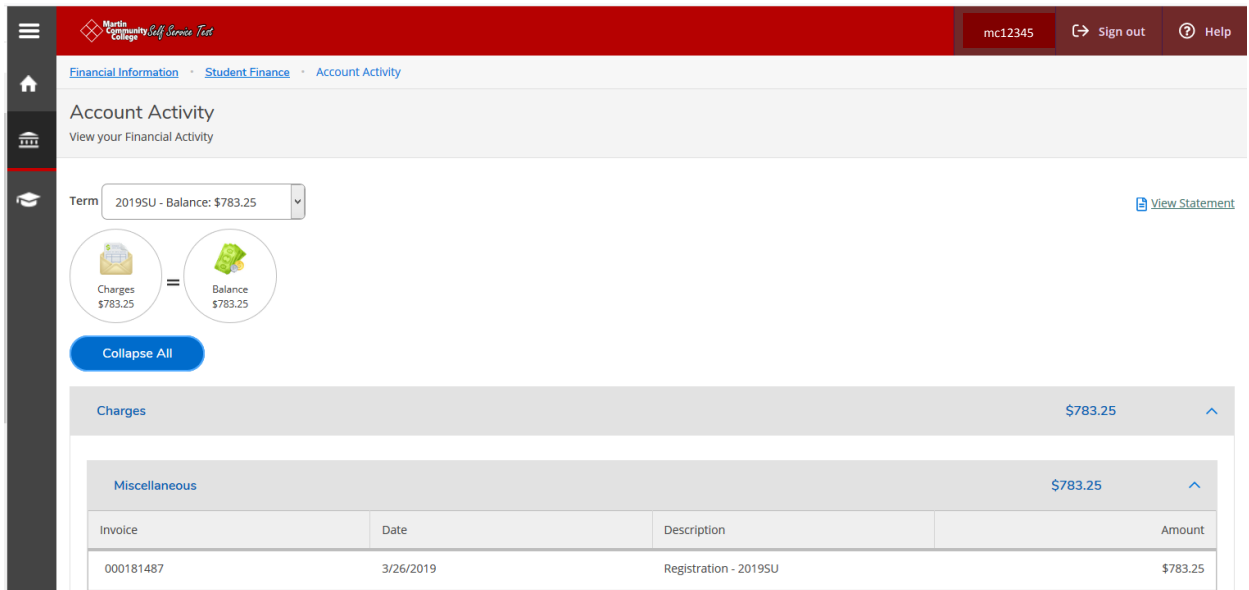


Fig. 46. View the account activity for the 2019 Summer Semester. In this illustration, that term has not yet begun. Only the charges are shown; Financial Aid awards and refunds (if applicable) have not yet been processed. The student is responsible for paying the balance on the account.

SECTION 6. GRADES

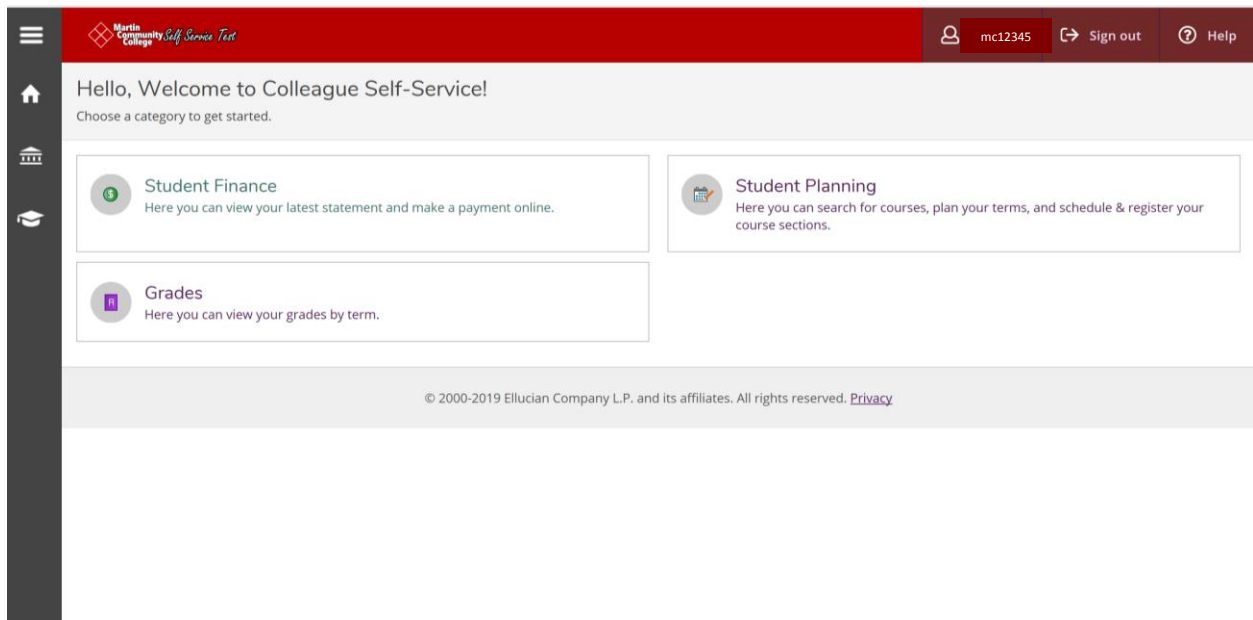


Fig. 47. There are other tools currently available in Self-Service. Click on GRADES to see grades by term.

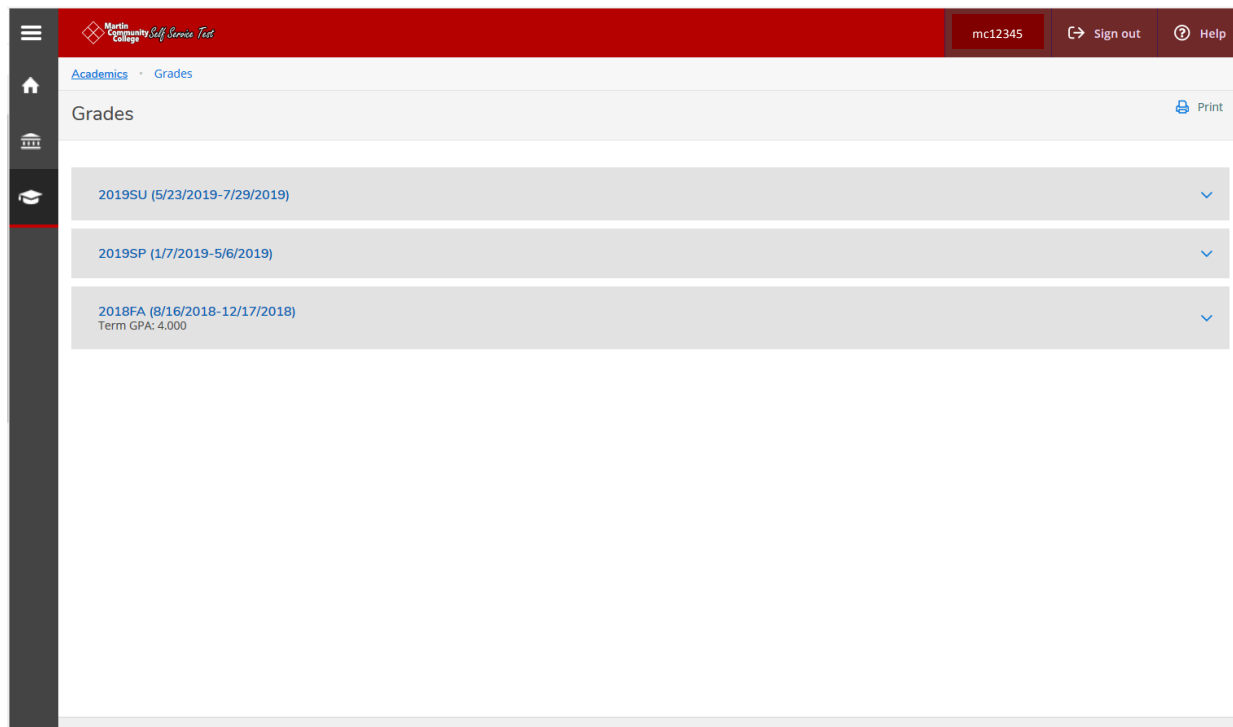




Fig. 48. The Grades Module will now show terms for which grades are available.



mc12345 [Sign out](#) [Help](#)

Academics · Grades [Print](#)

Grades

| 2019SU (5/23/2019-7/29/2019) ^ | | | |
|---|--------------------------|---------|-------------|
| Course Section | Title | Credits | Final Grade |
| BIO-168-70 | Anatomy and Physiology I | 4 | |

| 2019SP (1/7/2019-5/6/2019) ^ | | | |
|---|---------------------------|---------|-------------|
| Course Section | Title | Credits | Final Grade |
| ENG-111-11 | Writing and Inquiry | 3 | |
| PSY-150-54 | General Psychology | 3 | |
| SOC-210-51 | Introduction to Sociology | 3 | |
| SPA-112-53 | Elementary Spanish II | 3 | |

| 2018FA (8/16/2018-12/17/2018) ^ Term GPA: 4.000 | | | |
|---|----------------------|---------|-------------|
| Course Section | Title | Credits | Final Grade |
| ART-111-52 | Art Appreciation | 3 | A |
| SPA-111-51 | Elementary Spanish I | 3 | A |

Fig. 49. Click on the term heading and the heading will collapse to show grades for the term. If a course is not completed, a Final Grade will not be shown. The PRINT function will allow you to print grades from one or more terms.